

## **Latymer School Security Lockdown Procedure**

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The lockdown procedure is a response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. The aim is to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- The close proximity of a dangerous dog or other animal roaming loose.

## **Lockdown Arrangements**

There are two types of lockdown: partial and full.

### **1. Partial Lockdown:**

- This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school.
- It may also be as a result of a warning being received regarding the risk of air pollution, etc. Staff and students should remain in the school building and all doors leading outside should be locked.
- No one should be allowed to enter or leave the building.

### **2. Full Lockdown:**

- This signifies an immediate threat to the school and may be an escalation of a partial lockdown.
- Staff and students should remain in the school building and all doors leading outside should be locked.
- No one should be allowed to enter or leave the building. A Full Lockdown requires immediate action.

## Staff Responsibilities: Partial and Full Lockdown

STAFF MEMBER	RESPONSIBILITIES
<b>Headteacher/SLT</b>	<p><b>Assess the Situation:</b></p> <ul style="list-style-type: none"> <li>Evaluate the threat level and decide on the appropriate type of response.</li> </ul> <p><b>Coordinate the Response:</b></p> <ul style="list-style-type: none"> <li>Initiate Lockdown Sequence if required.</li> <li>Instruct IT Department to communicate electronically that the school has started lockdown procedures to staff (via EduLink) and parents (via a text message and email).</li> <li>Ensure all areas of the school are following the lockdown protocols.</li> </ul> <p><b>Implement the Plan:</b></p> <ul style="list-style-type: none"> <li>Ensure all safety measures are in place and being adhered to.</li> </ul> <p><b>Monitor the Intruder:</b></p> <p>Members of the Senior Leadership Team (SLT) should monitor the cameras, track intruders, and provide feedback to the police and SLT in the following offices:</p> <ul style="list-style-type: none"> <li>School office: The Headteacher</li> <li>Premises office: Assistant Headteacher</li> <li>IT office: Senior Assistant Headteacher</li> </ul> <p><b>Post-Lockdown Review:</b></p> <ul style="list-style-type: none"> <li>Conduct a debriefing session with staff.</li> <li>Review the effectiveness of the response and update plans as necessary.</li> </ul>
<p><b>School Office Manager/School Office</b></p> <ul style="list-style-type: none"> <li>PA to the Headteacher or deputy in their absence</li> </ul>	<p><b>Liaise with Emergency Services:</b></p> <ul style="list-style-type: none"> <li>Call 999.</li> <li>Maintain continuous contact with emergency services.</li> <li>Provide updates and receive instructions from authorities.</li> <li>Contact Starks Field Primary school (0208 887 6060) by phone.</li> <li>Communicate with Parents/Carers:</li> <li>Provide updates if possible.</li> <li>Send email to parents/carers once Emergency services have declared the area secure and safe to confirm that the lockdown procedures have ended.</li> </ul>

<b>IT Department</b> <ul style="list-style-type: none"> <li>• It Technician and/or IT Manager in their absence</li> </ul>	<b>Public Address (PA) system:</b> <ul style="list-style-type: none"> <li>• IT Department to play 'lockdown tone' and pre-recorded message over the school PA System.</li> </ul> <b>Communicate with staff:</b> <ul style="list-style-type: none"> <li>• Send message via EduLink to all staff (further information).</li> </ul> <b>Communicate with parents/carers:</b> <ul style="list-style-type: none"> <li>• Notify about lockdown via a text message and email.</li> </ul>
<b>Site Staff</b> <ul style="list-style-type: none"> <li>• Premises Manager and/or Assistant Manager in their absence</li> </ul>	<b>Secure Access Points:</b> Ensure all entry and exit points are locked and secured.
<b>Member of staff that is responsible for any individual/group of guests that are visiting the school</b>	<b>Escort Visitors:</b> <ul style="list-style-type: none"> <li>• Guide all visitors to the nearest available classroom or office.</li> <li>• A 'Lockdown Action' Poster be displayed in the reception and other communal parts of the school.</li> </ul>
<b>Teachers and support staff</b>	<ol style="list-style-type: none"> <li>1. Follow either Partial or Full Lockdown Procedure</li> <li>2. Secure the Classroom</li> <li>3. Inform the school office of any students who are not in their classroom by email (if it is safe to do so)</li> <li>4. Protect Students</li> <li>5. Maintain Order</li> </ol>

## 1. Partial Lockdown Procedure

### A. Security lockdown signals

Alarm or signal for partial lockdown	Signal for all clear
<ol style="list-style-type: none"> <li>1. Pre-recorded Announcement over the PA System.</li> <li>2. In addition, a message to all staff will be communicated electronically via EduLink.</li> <li>3. Parent/carers notified about Partial Lockdown via a text message.</li> <li>4. Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ol>	<ul style="list-style-type: none"> <li>• Headteacher/SLT/Site Staff/IT Department/School Office Manager to communicate between each other via mobile phone and/or walkie-talkies.</li> <li>• IT Department (It Technician and/or IT Manager in their absence) will send message via EduLink to all staff (further information) and notify parent/carers about lockdown via a text message).</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Tannoy Announcement:</b> A pre-recorded message will be given over the tannoy system indicating that the lockdown is over.</li> <li>2. <b>Backup Communication:</b> An email will also be sent via EduLink as a backup to ensure all staff and students receive the tannoy message.</li> <li>3. <b>Classroom Check:</b> Staff and students should remain in their classrooms/safe space until a member of the SLT visits to ensure everyone is safe and well.</li> </ol> <ul style="list-style-type: none"> <li>• Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ul>

## B. Partial lockdown plan/procedures

Action	Information
<b>Initiation of Partial Lockdown (in vacuaction)</b>	<ol style="list-style-type: none"> <li>1. Pre-recorded Announcement over the PA System.</li> <li>2. An email will also be sent via EduLink as a backup to ensure all staff and students receive the tannoy message.</li> <li>3. Parent/carers notified about Partial Lockdown via a text message.</li> </ol> <p><b>Pre-recorded Announcement over the PA System:</b></p> <p>"Attention all students and staff. This is an important announcement. We are initiating a partial lockdown. Please remain calm and follow your teachers' instructions carefully".</p> <p>Message to all staff communicated electronically via EduLink that Partial Lockdown Procedures have started:</p> <p>"This is a precautionary measure. Please stay calm and follow your teachers' instructions. We will update you as soon as we have more information. Thank you for your cooperation."</p> <ul style="list-style-type: none"> <li>• Parent/Carers notified via text message and email.</li> <li>• Emergency Services contacted (999).</li> <li>• Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ul>
<b>Internal communication during a partial lockdown</b>	<p><b>Internal Communication:</b></p> <ul style="list-style-type: none"> <li>• Headteacher/SLT/Site Staff/IT Department/School Office Manager to communicate between each other via a mobile phone and/or walkie-talkies.</li> <li>• EduLink to be used for updates and instructions.</li> </ul> <p><b>Calm, purposeful environment:</b></p> <ul style="list-style-type: none"> <li>• All staff to encourage students to maintain a calm, purposeful environment.</li> </ul>
<b>Secure entrance and exit points</b>	<p><b>School Gates:</b></p> <ul style="list-style-type: none"> <li>• All school gates will be automatically locked.</li> <li>• Members of staff who are not directly supervising students will be asked to wait by the main gates and inform students that they are not allowed to leave the school grounds.</li> <li>• Where safe to do so, staff should allow students who are outside of the school gates to return into the school grounds.</li> </ul> <p><b>School Building - External doors:</b></p> <ul style="list-style-type: none"> <li>○ All external doors will be automatically locked by the IT Department.</li> <li>○ Exits will remain accessible from the inside.</li> <li>• Entry from the outside will be restricted to prevent intruder</li> </ul>

	<p>access.</p> <p><b>Classroom Doors:</b></p> <ul style="list-style-type: none"> <li>Classroom doors are not required to be locked unless instructed to do so by a member of SLT.</li> </ul> <p><b>Office Doors:</b></p> <ul style="list-style-type: none"> <li>Office doors are not required to be locked unless instructed to do so by a member of SLT.</li> </ul>
<b>Sixth Form Students outside of the school grounds</b>	<ul style="list-style-type: none"> <li>Where safe to do so, staff should allow students who are outside of the school gates to return into the school grounds.</li> </ul>
<b>Sixth Form Students outside of the school grounds when it is not safe to return to school</b>	<p><b>Parents/Carers Notification:</b></p> <ul style="list-style-type: none"> <li>The school will send a text message and an email to parent/carers to inform them of the lockdown.</li> </ul> <p><b>Student Notification:</b></p> <ul style="list-style-type: none"> <li>Parent/carers will contact their child to advise them that it is not safe to come to school.</li> </ul> <p><b>Avoid Returning to School:</b></p> <ul style="list-style-type: none"> <li>Sixth Form Students outside of the school grounds should not attempt to return to the school, as this could put them in harm's way or complicate the lockdown efforts.</li> </ul> <p><b>Contact the police and Follow their Instructions:</b></p> <ul style="list-style-type: none"> <li>Phone 999 and tell them what is happening.</li> <li>Ask for their support/advice follow their instructions carefully.</li> </ul> <p><b>Stay Calm and Alert:</b></p> <ul style="list-style-type: none"> <li>Students to stay calm and pay attention to their surroundings.</li> </ul> <p><b>Find a Safe Location:</b></p> <ul style="list-style-type: none"> <li>Seek shelter in a safe, nearby location. This could be a public building such as a library, shop, or any other safe indoor location.</li> </ul> <p><b>Contact their Parent/Carers:</b></p> <ul style="list-style-type: none"> <li>Students should try to contact their parent/carers to inform staff of their location and ensure the school is aware they are safe.</li> </ul> <p><b>Wait for an All-Clear</b></p> <ul style="list-style-type: none"> <li>Students should remain in their safe location until they receive official communication from their parent/carers that it is safe to leave or return to school (parent/carers will receive a text message and an email from the school with this information).</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>If partial lockdown occurs during lesson time, all students should remain in their current classroom.</li> <li>Lessons are to continue as per normal.</li> </ul>

	<p><b>Class Registers:</b></p> <ul style="list-style-type: none"> <li>Once in partial lockdown mode, take a class register and notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via email.</li> </ul>
<b>Corridors, toilets or shared spaces (Small Hall)</b>	<ul style="list-style-type: none"> <li>Anyone who is not in a classroom at the time of the partial lockdown being initiated should quickly make their way back to the classroom where they are due to be for that lesson.</li> <li>Students who do not have lessons at that time should go to one of the following areas: <ul style="list-style-type: none"> <li>Sixth Form Study Room and Common Room</li> <li>Small Hall</li> <li>LRC</li> </ul> </li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>Continue with normal activities and maintain a calm, purposeful environment.</li> </ul>
<b>Sixth Form Study Room and Common Room</b>	<ul style="list-style-type: none"> <li>Sixth Form staff (Sixth Form Pastoral Officer and Sixth Form Administrator) to lock Sixth Form Study Room and Common Room doors and windows.</li> </ul>
<b>Sports Hall / Mills Building</b>	<ul style="list-style-type: none"> <li>Stay in place, continue with normal activities and maintain a calm, purposeful environment.</li> </ul>
<b>Bring pupils inside</b>	<ul style="list-style-type: none"> <li>A member of the Senior Leadership Team will notify students and staff who are outside of the partial lockdown.</li> </ul> <p><b>Lessons on the Field:</b></p> <ul style="list-style-type: none"> <li>Students who have PE lessons on the playground or field (or a sports practice on the field at lunchtime) should move into either the Sports Hall or one of the outdoor changing rooms (whichever is closer).</li> <li>They will be directed by the member of staff present.</li> </ul> <p><b>During Break or Lunch:</b></p> <ul style="list-style-type: none"> <li>A member of SLT and/or site staff will direct students on the playground, or the field, to the Small Hall, LRC or the Sixth Form Study (for Sixth Form students).</li> <li>The Lunchtime Supervisors will support the member of SLT and/or site staff.</li> <li>Students in the Dining Hall will remain in the Dining Hall but will not be allowed to leave. The external doors will be locked by a member of the Catering Department.</li> <li>Students who are outside the school building/on the playground or the field, should go to the closest classroom (Sports Hall, Mills Building, math's classrooms, geography classrooms, technology classrooms, English classrooms or the outdoor changing rooms).</li> </ul>
<b>Partial Lockdown duration</b>	<p><b>Resumption of Normal Activities:</b></p> <ul style="list-style-type: none"> <li>The school will remain in lockdown until emergency services have declared the area secure, and a member of the senior leadership team has provided official confirmation to staff and students that it is safe to resume normal activities.</li> </ul> <p><b>Free movement around the school buildings/grounds:</b></p> <ul style="list-style-type: none"> <li>Students will only be permitted free movement around the school</li> </ul>

	buildings/grounds when it is confirmed safe to do so by a member of the senior leadership team.
<b>All Clear Signal</b>	<ol style="list-style-type: none"> <li><b>1. Tannoy Announcement:</b> A pre-recorded message will be given over the tannoy system indicating that the lockdown is over.</li> <li><b>2. Backup Communication:</b> An email will also be sent via EduLink as a backup to ensure all staff and students receive the tannoy message.</li> <li><b>3. Classroom Check:</b> Staff and students should remain in their classrooms until a member of the SLT visits to ensure everyone is safe and well.</li> </ol> <ul style="list-style-type: none"> <li>○ IT Department to play pre-recorded message over the school PA System</li> </ul> <p><b>Pre-recorded Announcement over the PA System:</b></p> <p>"Attention all students and staff. This is an important announcement. The partial lockdown has now been lifted. Please follow your teachers' instructions carefully. Thank you for your cooperation during the lockdown. Please make sure that you speak with a member of staff if you are feeling anxious or upset ".</p> <p><b>Lockdown Procedure – Staff Instructions:</b></p> <ul style="list-style-type: none"> <li>○ After the tannoy announcement, teachers may unlock classroom doors, but students should remain in their current classroom until further notice.</li> <li>○ Take a register and report any absent students to the school office immediately.</li> <li>○ Thank students for their cooperation during the lockdown.</li> <li>○ Do not move to the next lesson until SLT have given instruction</li> <li>○ SLT will give permission for students to use their phones to contact parents or carers to arrange safe travel home at the end of the school day.</li> <li>○ Follow any further instructions from school leadership.</li> </ul> <ul style="list-style-type: none"> <li>● Parent/Carers to be notified by both text message and email.</li> <li>● Update Starks Field Primary school (0208 887 6060) by phone.</li> </ul>
<b>Arrangements for pupils or staff with additional needs</b>	<p><b>Neurodiverse Pupils:</b></p> <ul style="list-style-type: none"> <li>● Provide calming activities and sensory items.</li> <li>● Designated staff members should support and reassure these pupils.</li> </ul>

	<p><b>Hearing Impairments:</b></p> <ul style="list-style-type: none"> <li>• Use visual signals and written instructions.</li> <li>• Ensure staff trained in sign language are present to assist.</li> </ul> <p><b>Vision Impairments:</b></p> <ul style="list-style-type: none"> <li>• Assign a buddy or staff member to guide and assist.</li> <li>• Provide verbal instructions clearly and calmly.</li> </ul> <p><b>Mobility Impairments:</b></p> <ul style="list-style-type: none"> <li>• Ensure accessible routes to safe areas.</li> <li>• Allocate staff to assist with movement and provide necessary support.</li> </ul> <p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Designated support staff and SEN coordinators are responsible for implementing these arrangements.</li> </ul>
<b>Communication with parents/carers during a lockdown</b>	<p><b>Multi-Channel Communication:</b></p> <ul style="list-style-type: none"> <li>○ Parent/Carers notified via text message and an email.</li> <li>○ Further information via emails (if possible) to update parents/carers.</li> </ul> <p><b>Request for Cooperation:</b></p> <ul style="list-style-type: none"> <li>○ Students will not be released to parents/carers during a lockdown.</li> <li>○ Ask parents/carers not to call the school to avoid tying up lines needed for emergency services.</li> <li>○ Request parents/carers not to come to the school during the lockdown.</li> <li>○ Parent/Carers will be asked for the School to contact them about when it is safe to collect their child, and where this will be from.</li> </ul>
<p><b>Evacuation plan, if needed</b>          *it is very much the exception to evacuate a building in the event of a hostile intruder</p>	<ul style="list-style-type: none"> <li>• If it is necessary to evacuate the building, the Fire Alarm will be raised.</li> </ul> <p><b>Assembly Point:</b> Starks Field Primary School</p> <p><b>Address:</b></p> <p style="text-align: center;">167 Church Street London N9 9SJ</p> <p><b>Type of venue:</b> Primary School</p> <p><b>Contact name and number:</b> Ms Davies Oliveck (tel. 0208 887 6060)</p> <p><b>Directions:</b> 0.3 miles (6-minute walk) via Haselbury Road and turn left on Church Street (cross the road using the crossing).</p>
<b>Security lockdown drills</b>	<p><b>Frequency:</b></p> <ul style="list-style-type: none"> <li>• Conduct a practice lockdown drill at the start of the Autumn and Summer term.</li> </ul> <p><b>Advance Notification:</b></p> <ul style="list-style-type: none"> <li>• Inform pupils in assembly and form time about the upcoming lockdown drill.</li> </ul>

	<ul style="list-style-type: none"><li>• Notify parents/carers in the parental newsletter about the scheduled drill.</li><li>• Send a reminder email to parents/carers the day before the lockdown drill.</li></ul>
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## 2. Full Lockdown Procedure

### A. Security lockdown signals

Alarm or signal for partial lockdown	Signal for all clear
<ol style="list-style-type: none"> <li>1. Pre-recorded Announcement over the PA System.</li> <li>2. In addition, a message to all staff will be communicated electronically via EduLink.</li> <li>3. Parent/carers notified about Partial Lockdown via a text message.</li> <li>4. Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ol>	<ul style="list-style-type: none"> <li>• Headteacher/SLT/Site Staff/IT Department/School Office Manager to communicate between each other via mobile phone and/or walkie-talkies.</li> <li>• IT Department (It Technician and/or IT Manager in their absence) will send message via EduLink to all staff (further information) and notify parent/carers about lockdown via a text message).</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Tannoy Announcement:</b> A pre-recorded message will be given over the tannoy system indicating that the lockdown is over.</li> <li>2. <b>Backup Communication:</b> An email will also be sent via EduLink as a backup to ensure all staff and students receive the tannoy message.</li> <li>3. <b>Classroom Check:</b> Staff and students should remain in their classrooms/safe space until a member of the SLT visits to ensure everyone is safe and well.</li> </ol> <ul style="list-style-type: none"> <li>• Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ul>

## B. Full Lockdown plan/procedures

Action	Information
<b>Initiation of Full Lockdown (in vacuaction)</b>	<ol style="list-style-type: none"> <li>1. Pre-recorded Announcement over the PA System.</li> <li>2. An email will also be sent via EduLink as a backup to ensure all staff and students receive the tannoy message.</li> <li>3. Parent/carers notified about Partial Lockdown via a text message.</li> </ol> <ul style="list-style-type: none"> <li>○ IT Department to play pre-recorded message over the school PA System</li> </ul> <p><b>Pre-recorded Announcement over the PA System:</b></p> <p>“Attention all students and staff. This is an important announcement. We are initiating a full lockdown. Please remain calm and follow your teachers’ instructions carefully”.</p> <ul style="list-style-type: none"> <li>• Emergency Services contacted (999)</li> <li>• Contact Starks Field Primary school (0208 887 6060) by phone.</li> </ul>
<b>Internal communication during a lockdown</b>	<p><b>Silent Internal Communication:</b></p> <ul style="list-style-type: none"> <li>• Headteacher/SLT/Site Staff/IT Department/School Office Manager to communicate between each other via a WhatsApp Lockdown Group.</li> <li>• In addition, Senior Leadership Team (SLT) and site staff will carry walkie-talkies at all times for critical communication.</li> <li>• EduLink to be used for updates and instructions.</li> </ul> <p><b>Minimise Noise:</b></p> <ul style="list-style-type: none"> <li>• Keep all communication as silent as possible.</li> <li>• Avoid loud noises, especially if intruders are close by.</li> </ul>
<b>Secure entrance and exit points</b>	<p><b>School Gates:</b></p> <ul style="list-style-type: none"> <li>• All school gates will be automatically locked by the IT Department.</li> </ul> <p><b>School Building - External doors:</b></p> <ul style="list-style-type: none"> <li>○ All external doors will be automatically locked by the IT Department.</li> </ul> <p><b>Corridor Doors:</b></p> <ul style="list-style-type: none"> <li>• All corridor doors will automatically lock.</li> <li>• Exits will remain accessible from the inside.</li> <li>• Entry from the outside will be restricted to prevent intruder access.</li> </ul> <p><b>Classroom Doors:</b></p> <ul style="list-style-type: none"> <li>• Teachers must lock classroom doors immediately.</li> </ul>

	<b>Office Doors:</b> <ul style="list-style-type: none"> <li>• Staff must lock office doors immediately.</li> </ul>
<b>Follow the 'CLOSE PROCEDURE' for all classrooms, offices and other rooms</b>	<ol style="list-style-type: none"> <li>1. Close all windows and doors.</li> <li>2. Lock doors.</li> <li>3. Out of sight and minimise movement.</li> <li>4. Stay silent, avoid drawing any attention and remain calm.</li> <li>5. Endure - be aware that you may be in lockdown.</li> </ol>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>○ If lockdown occurs during lesson time, all students should remain in their current classroom.</li> </ul> <p><b>Secure the Classroom:</b></p> <ul style="list-style-type: none"> <li>○ Lock classroom doors immediately.</li> <li>○ If you are unable to lock the door, block it with a heavy desk or other sturdy furniture.</li> <li>○ Draw blinds if possible.</li> </ul> <p><b>Position Students:</b></p> <ul style="list-style-type: none"> <li>○ Position children away from sightlines from external doors and windows.</li> <li>○ Sit below window height (e.g., on the floor or under desks) and draw blinds if possible.</li> </ul> <p><b>Minimise Visibility and Noise:</b></p> <ul style="list-style-type: none"> <li>• Turn off lights, smartboards, and computer monitors (or place on silent).</li> <li>• Ensure mobile phones and electronic devices are on silent or turned off.</li> <li>• Turn off fans or mobile air conditioning units to reduce noise.</li> <li>• Windows locked, blinds drawn</li> <li>• Place "Lockdown Procedure" poster over the internal door window (bottom section of the top half pane) to partially block the view into the room.</li> </ul> <p><b>Class Registers:</b></p> <ul style="list-style-type: none"> <li>• If it is safe to do so, switch on a PC, log in to your staff email account and take a class register.</li> <li>• If it is safe to do so, notify the office of any pupils not accounted for and any additional pupils/staff in their classroom via email.</li> </ul> <p><b>Once the lockdown is over – Class Registers:</b></p> <ul style="list-style-type: none"> <li>• Take a class register and notify the office of any pupils not accounted for and any additional pupils/staff in their classroom via email.</li> </ul>
<b>Corridors, toilets, offices or shared spaces (Small Hall)</b>	<ul style="list-style-type: none"> <li>○ Anyone who is not in a classroom at the time of the alarm should quickly make their way to the nearest classroom or office and secure the door.</li> <li>○ Allow students found in corridors into the nearest classroom promptly.</li> <li>○ Students who do not have lessons at that time should go to one of</li> </ul>

	<p>the following areas:</p> <ul style="list-style-type: none"> <li>○ Sixth Form Study Room and Common Room</li> <li>○ Small Hall</li> <li>○ LRC</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>○ Lock office doors and follow lockdown procedures.</li> <li>○ If you are unable to lock the door, block it with a heavy desk or other sturdy furniture.</li> </ul> <p><b>Minimise Visibility and Noise:</b></p> <ul style="list-style-type: none"> <li>○ Turn off lights and computer monitors (or place on silent).</li> <li>○ Ensure mobile phones and electronic devices are on silent or turned off.</li> <li>○ Turn off fans or mobile air conditioning units to reduce noise.</li> <li>○ Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).</li> </ul>
<b>Sixth Form Study Room and Common Room</b>	<ul style="list-style-type: none"> <li>○ Sixth Form staff (Sixth Form Pastoral Officer and Sixth Form Administrator) to lock Sixth Form Study Room and Common Room doors and windows.</li> </ul>
<b>Sports Hall / Mills Building</b>	<ul style="list-style-type: none"> <li>○ Stay in place and apply the same lockdown measures as in classrooms.</li> </ul>
<b>Bring pupils inside</b>	<ul style="list-style-type: none"> <li>○ The dedicated 'lockdown' alarm tone will be heard on the playground and/or field via the Public address (PA) system.</li> </ul> <p><b>Lessons on the Field:</b></p> <ul style="list-style-type: none"> <li>○ Students who have PE lessons on the playground or field (or a sports practice on the field at lunchtime) should move into either the Sports Hall or one of the outdoor changing rooms (whichever is closer).</li> <li>○ They will be directed by the member of staff present.</li> </ul> <p><b>During Break or Lunch:</b></p> <ul style="list-style-type: none"> <li>• A member of SLT and/or site staff will direct students on the playground, or the field, to the nearest classroom or safe space.</li> <li>• The Lunchtime Supervisors will support the member of SLT and/or site staff.</li> <li>• Students in the Dining Hall should move into the Sports Hall.</li> <li>• Students who are outside the school building/on the playground or the field, should go to the closest classroom (Sports Hall, Mills Building, math's classrooms, geography classrooms, technology classrooms, English classrooms or the outdoor changing rooms).</li> </ul>
<b>Sixth Form Students outside of the school grounds</b>	<p><b>Parents/Carers Notification:</b></p> <ul style="list-style-type: none"> <li>• The school will send a text message and an email to parent/carers to inform them of the lockdown.</li> </ul> <p><b>Student Notification:</b></p> <ul style="list-style-type: none"> <li>• Parent/carers will contact their child to advise them that it is not safe to come to school.</li> </ul> <p><b>Avoid Returning to School:</b></p> <ul style="list-style-type: none"> <li>• Sixth Form Students outside of the school grounds should not</li> </ul>

	<p>attempt to return to the school, as this could put them in harm's way or complicate the lockdown efforts.</p> <p><b>Contact the police and Follow their Instructions:</b></p> <ul style="list-style-type: none"> <li>• Phone 999 and tell them what is happening</li> <li>• Ask for their support/advice follow their instructions carefully.</li> </ul> <p><b>Stay Calm and Alert:</b></p> <ul style="list-style-type: none"> <li>• Students to stay calm and pay attention to their surroundings.</li> </ul> <p><b>Find a Safe Location:</b></p> <ul style="list-style-type: none"> <li>• Seek shelter in a safe, nearby location. This could be a public building such as a library, shop, or any other safe indoor location.</li> <li>• Students in the vicinity of the school should go to the designated 'safe space' (Starks Field Primary School) and report to their reception</li> </ul> <p><b>Safe Space:</b> Starks Field Primary School</p> <p><b>Address:</b></p> <p style="text-align: center;">167 Church Street London N9 9SJ</p> <p><b>Type of venue:</b> Primary School</p> <p><b>Contact name and number:</b> Ms Davies Oliveck (tel. 0208 887 6060)</p> <p><b>Directions:</b> 0.3 miles (6-minute walk) via Haselbury Road and turn left on Church Street (cross the road using the crossing).</p> <p><b>Contact their Parent/Carers:</b></p> <ul style="list-style-type: none"> <li>• Students should try to contact their parent/carers to inform staff of their location and ensure the school is aware they are safe.</li> </ul> <p><b>Wait for an All-Clear</b></p> <ul style="list-style-type: none"> <li>• Students should remain in their safe location until they receive official communication from their parent/carers that it is safe to leave or return to school (parent/carers will receive a text message and an email from the school with this information).</li> </ul>
<b>Lockdown duration</b>	<ul style="list-style-type: none"> <li>• The school will remain in lockdown until emergency services have declared the area secure, and a member of the senior leadership team has provided official confirmation to staff and students that it is safe to resume normal activities.</li> </ul> <p><b>Resumption of Normal Activities:</b></p> <ul style="list-style-type: none"> <li>○ Only resume normal activities when it is confirmed safe to do so by a member of the senior leadership team.</li> </ul>
<b>All Clear Signal</b>	<ol style="list-style-type: none"> <li><b>1. Tannoy Announcement:</b> A pre-recorded message will be given over the tannoy system indicating that the lockdown is over.</li> <li><b>2. Backup Communication:</b> An email will be sent via EduLink as a</li> </ol>

	<p>backup to ensure all staff and students have heard the tannoy message.</p> <p><b>3. Classroom Check:</b> Staff and students should remain in their classrooms/safe space until a member of the SLT visits to ensure everyone is safe and well.</p> <ul style="list-style-type: none"> <li>○ IT Department to play pre-recorded message over the school PA System</li> </ul> <p><b>Pre-recorded Announcement over the PA System:</b>          "Attention all students and staff. This is an important announcement. The full lockdown has now been lifted. Please follow your teachers' instructions carefully. Thank you for your cooperation during the lockdown. Please make sure that you speak with a member of staff if you are feeling anxious or upset".</p> <p><b>Lockdown Procedure – Staff Instructions:</b></p> <ul style="list-style-type: none"> <li>○ After the tannoy announcement, teachers may unlock classroom doors, but students should remain in their current classroom until further notice.</li> <li>○ Take a register and report any absent students to the school office immediately.</li> <li>○ Thank students for their cooperation during the lockdown.</li> <li>○ Do not move to the next lesson until SLT have given instruction</li> <li>○ SLT will give permission for students to use their phones to contact parents or carers to arrange safe travel home at the end of the school day.</li> <li>○ Follow any further instructions from school leadership.</li> </ul> <ul style="list-style-type: none"> <li>● Parent/Carers to be notified by both text message and email.</li> <li>● Update Starks Field Primary school (0208 887 6060) by phone.</li> </ul>
<p><b>Arrangements for pupils or staff with additional needs</b></p>	<p><b>Neurodiverse Pupils:</b></p> <ul style="list-style-type: none"> <li>● Provide calming activities and sensory items.</li> <li>● Designated staff members should support and reassure these pupils.</li> </ul> <p><b>Hearing Impairments:</b></p> <ul style="list-style-type: none"> <li>● Use visual signals and written instructions.</li> <li>● Ensure staff trained in sign language are present to assist.</li> </ul> <p><b>Vision Impairments:</b></p> <ul style="list-style-type: none"> <li>● Assign a buddy or staff member to guide and assist.</li> <li>● Provide verbal instructions clearly and calmly.</li> </ul> <p><b>Mobility Impairments:</b></p> <ul style="list-style-type: none"> <li>● Ensure accessible routes to safe areas.</li> <li>● Allocate staff to assist with movement and provide necessary support.</li> </ul>

	<p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>Designated support staff and SEN coordinators are responsible for implementing these arrangements.</li> </ul>
<b>Communication with parents/carers during a lockdown</b>	<p><b>Multi-Channel Communication:</b></p> <ul style="list-style-type: none"> <li>Parent/Carers notified via text message and an email.</li> <li>Further information via emails (if possible) to update parents/carers.</li> </ul> <p><b>Request for Cooperation:</b></p> <ul style="list-style-type: none"> <li>Students will not be released to parents/carers during a lockdown.</li> <li>Ask parents/carers not to call the school to avoid tying up lines needed for emergency services.</li> <li>Request parents/carers not to come to the school during the lockdown.</li> <li>Parent/Carers will be asked for the School to contact them about when it is safe to collect their child, and where this will be from.</li> </ul>
<p><b>Evacuation plan, if needed</b>            *it is very much the exception to evacuate a building in the event of a hostile intruder</p>	<ul style="list-style-type: none"> <li>If it is necessary to evacuate the building, the Fire Alarm will be raised.</li> </ul> <p><b>Assembly Point:</b> Starks Field Primary School</p> <p><b>Address:</b></p> <p style="text-align: center;">167 Church Street London N9 9SJ</p> <p><b>Type of venue:</b> Primary School</p> <p><b>Contact name and number:</b> Ms Davies Oliveck (tel. 0208 887 6060)</p> <p><b>Directions:</b> 0.3 miles (6-minute walk) via Haselbury Road and turn left on Church Street (cross the road using the crossing).</p>
<b>Security lockdown drills</b>	<p><b>Frequency:</b></p> <ul style="list-style-type: none"> <li>Conduct a practice lockdown drill at the start of the Autumn and Summer term.</li> </ul> <p><b>Advance Notification:</b></p> <ul style="list-style-type: none"> <li>Inform pupils in assembly and form time about the upcoming lockdown drill.</li> <li>Notify parents/carers in the parental newsletter about the scheduled drill.</li> <li>Send a reminder email to parents/carers the day before the lockdown drill.</li> </ul>

### 3. Partial or Full Lockdown Procedure – Students Traveling to School During a Lockdown

Action	Information
Procedure for Students Traveling to School when the school goes into lockdown	<p><b>Parents/Carers Notification:</b></p> <ul style="list-style-type: none"> <li>The school will send a text message and an email to parent/carers to inform them of the lockdown.</li> </ul> <p><b>Student Notification:</b></p> <ul style="list-style-type: none"> <li>Parent/carers should contact their child to advise them that it is not safe to come to school.</li> </ul> <p><b>Immediate Actions:</b></p> <ul style="list-style-type: none"> <li>Return Home: If possible, turn around and return home immediately.</li> <li>Find Safe Shelter: If returning home is not possible, seek shelter in a safe public place nearby, such as: <ul style="list-style-type: none"> <li>Shops</li> <li>Libraries</li> <li>Community centers</li> </ul> </li> <li>Students in the vicinity of the school should go the designated 'safe space' (Starks Field Primary School) and report to their reception.</li> </ul> <p><b>Safe Space:</b> Starks Field Primary School</p> <p><b>Address:</b></p> <p style="text-align: center;">167 Church Street London N9 9SJ</p> <p><b>Type of venue:</b> Primary School</p> <p><b>Contact name and number:</b> Ms Davies Oliveck (tel. 0208 887 6060)</p> <p><b>Directions:</b> 0.3 miles (6-minute walk) via Haselbury Road and turn left on Church Street (cross the road using the crossing).</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>The student should keep in regular communication with their parent/carer. They should Inform their parent/carer of their location and any changes to your plans.</li> </ul> <p><b>Follow Instructions:</b></p> <ul style="list-style-type: none"> <li>If the student encounters police or other authorities, they should listen carefully and follow their guidance.</li> </ul>

	<p><b>Await Further Instructions:</b></p> <ul style="list-style-type: none"> <li>• The parent/carer will receive updates from the school via text message and/or email about the situation.</li> </ul> <p><b>Returning to School:</b></p> <ul style="list-style-type: none"> <li>• Wait for confirmation from the school or your parent/carer that the lockdown is over and it is safe to return to school.</li> <li>• An update will be provided to Starks Field Primary School who will pass this on to any Latymer student on their grounds.</li> </ul> <p><b>Safety First:</b></p> <ul style="list-style-type: none"> <li>• Always prioritise your safety and avoid coming near the school premises until it is declared safe.</li> </ul>
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#### 4. Partial or Full Lockdown Procedure – School Trip/Visit

Action	Information
If a group are on an outing when the incident occurs	<ul style="list-style-type: none"> <li>• A member of the office staff will telephone the trip leader to tell them NOT to return to the school until the all clear has been given.</li> <li>• If it is safe to do, the group should stay where they are e.g., in the library/museum.</li> <li>• If they are on their way back to school, they should stop and go back to the venue and stay there until advised otherwise.</li> <li>• Alternatively, find should find a 'safe venue' (library, communal area) and wait there until further information.</li> <li>• Students in the vicinity of the school should go the designated 'safe space' (Starks Field Primary School) and report to their reception.</li> </ul> <p><b>Safe Space:</b> Starks Field Primary School</p> <p><b>Address:</b></p> <p style="padding-left: 100px;">167 Church Street London N9 9SJ</p> <p><b>Type of venue:</b> Primary School</p> <p><b>Contact name and number:</b> Ms Davies Oliveck (tel. 0208 887 6060)</p> <p><b>Directions:</b> 0.3 miles (6-minute walk) via Haselbury Road and turn left on Church Street (cross the road suing the crossing).</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• The student should keep in regular communication with their parent/carer. They should Inform their parent/carer of their location and any changes to your plans.</li> <li>• The staff on the trip/visit should ring the police for advice.</li> <li>• On being told to do so by police, the staff would contact the parents and notify them of the incident.</li> <li>• If safe to do so, they should suggest to parent/cares that they can collect their children from the venue.</li> <li>• If not, remain there at the venue until they are informed that it is safe to leave and return to the school.</li> <li>• A member of the office staff will telephone them to tell them when they are clear to return to the school due to the lockdown being finished.</li> </ul>

## 5. Partial or Full Lockdown Procedure - Information for Exams

Action	Information
<p><b>Before an examination</b></p> <p>If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed</p>	<ul style="list-style-type: none"> <li>• A member of SLT will be present, whenever possible, around exam room areas.</li> <li>• The Exams Officer will deputise for a member of the SLT in their absence.</li> <li>• A member of the SLT will decide whether the exam should continue (based on the context of a partial lockdown) or if it should not start/should stop.</li> <li>• Candidates will be instructed to enter the exam room immediately.</li> <li>• Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door.</li> <li>• Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).</li> <li>• The exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately.</li> </ul> <p><b>Invigilators will:</b></p> <ul style="list-style-type: none"> <li>○ lock all windows and close all curtains/blinds.</li> <li>○ switch off all lights.</li> <li>○ lock all doors.</li> <li>○ take an attendance register/head count if possible.</li> <li>○ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.</li> </ul>
<p><b>During an examination</b></p> <p>If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed</p>	<p><b>Invigilators will:</b></p> <ul style="list-style-type: none"> <li>○ tell candidates to stop writing immediately and turn their papers over.</li> <li>○ collect the attendance register.</li> <li>○ make a note of time when the examination was suspended.</li> <li>○ instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk.</li> <li>○ where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).</li> <li>○ lock all windows and close all curtains/blinds.</li> <li>○ switch off all lights.</li> <li>○ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room.</li> <li>○ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately.</li> <li>• The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services.</li> <li>• The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies.</li> </ul>
<p><b>After an examination</b></p> <p>If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:</p>	<p><b>Invigilators will:</b></p> <ul style="list-style-type: none"> <li>○ stop dismissing candidates from the exam room.</li> <li>○ instruct candidates who have left the room to re-enter the exam room.</li> <li>○ instruct candidates to remain silent and hide under examination tables.</li> <li>○ where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).</li> <li>○ lock all windows and close all curtains/blinds.</li> <li>○ switch off all lights.</li> <li>○ lock all doors.</li> <li>○ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.</li> <li>• Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately.</li> </ul>
<b>Lockdown duration</b>	<ul style="list-style-type: none"> <li>• The school will remain in lockdown until emergency services have declared the area secure, and a member of the senior leadership team has provided official confirmation to staff and students that it is safe to resume normal activities.</li> </ul> <p><b>Resumption of Exams:</b> Only resume exams when it is confirmed safe to do so by a member of the senior leadership team.</p>
<b>All Clear Signal</b>	<ul style="list-style-type: none"> <li>○ Headteacher/SLT to make an announcement over the Public Address (PA) system.</li> <li>○ "Lockdown is now over, thank you for remaining in your locations and for your cooperation."</li> <li>○ SLT to arrange for staff to inform in person every classroom and space in the school that the lockdown is over.</li> <li>○ Parent/Carers to be notified by both text message and email.</li> </ul>
<b>After the lockdown has finished</b>	<ul style="list-style-type: none"> <li>• Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT</li> <li>• Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination.</li> </ul> <p><b>Invigilators will then:</b></p> <ul style="list-style-type: none"> <li>○ ask candidates to return to their desks, remind them they are</li> </ul>

	<p>under exam conditions and allow a settling down period.</p> <ul style="list-style-type: none"> <li>○ recalculate the revised finish time(s) to allow for the full exam time.</li> <li>○ tell the candidates to turn their papers over and re-start their exam.</li> <li>○ amend the revised finish time(s) on display to candidates.</li> <li>○ note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log).</li> </ul> <p><b>The exams officer will</b></p> <ul style="list-style-type: none"> <li>○ provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies).</li> <li>○ safely/securely store all collected exam papers and materials pending awarding body advice/guidance.</li> </ul> <p><b>Where applicable/possible/available, SLT/exams officer will:</b></p> <ul style="list-style-type: none"> <li>○ negotiate any alternative exam sittings with the awarding bodies.</li> <li>○ offer, arrange and provide support services to staff and candidates.</li> <li>● At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes).</li> </ul>
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## Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		