

Forest Park Lockdown Policy and Procedure

Last Reviewed July 2025

To be reviewed annually

Forest Park Preparatory School – Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- HT or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by HT or office staff that it is in 'lockdown' by the sounding of a **prolonged internal bell** that it is in an emergency situation. Word-of-mouth from HT/DHT will be required for Years 5 and 6 (via internal phone), Year 1 and EYFS as they are not in proximity of the bell sounding.
- External doors to the building (Nursery, Pre Prep, Year 1, Hall, Year 5, Year 6, Kitchen & Cellar) to be locked and checked by caretaker during site check.
- Pupils & staff located in the Music Chalet will be escorted into the main building by DHT or HT as this is not a secure venue.
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Office staff will notify and count pupils/staff on ground floor of school (including external Y5, Y6 classroom and Music Chalet)
- HT/DHT will notify and count pupils/staff in the upper parts of the school building
- Caretaker will conduct a site and perimeter check of gates and external entrances
- Staff to complete head count of classes as soon as possible and notify HT/office staff if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building via the hall
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (eg for trips, off-site sport or fixtures) and advise them not to return to school until the 'all clear' message has been given.

Follow the **CLOSE** procedure:

- **C**lose all windows, blinds and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lockdown for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises.
- The school will then be locked, starting with main entrances.
- Lockdown/emergency situation will be declared safe by **two sounds of the bell** and word of mouth by HT/DHT as outlined above.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from side windows. Staff should only open gates when visual confirmation of the presence of the

Emergency Services can be confirmed. Please refer to the school critical incident policy which outlines greater detail to managing and handling events in an emergency situation.

Parents will be informed through an electronic message sent out via iSamsl:

School is in a lockdown situation due to

The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.

Please do not collect your child or come to the school until you receive the 'all clear' message.

Thank you

Potential Local Threats to Consider:

In the summer of 2017 the MEN Arena was targeted by terrorists and so a review of other potential local targets has been considered by the school and include;

- Carrington Wire Factory
- Trafford Centre and/or M60 motorway
- Old Trafford (MUFC Football Stadium)
- Wythenshawe Hospital
- Manchester Airport
- Media City UK/Salford Keys
- MEN Arena

Rehearsal

The school will undertake a periodic rehearsal of lockdown procedures. This may take place on a staff training day, in order to minimise any stress or anxiety caused to the pupils.

Review

This policy and procedures will be reviewed annually.

July 2025