



**SIR THOMAS
BOTELER**

CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

HIGH EXPECTATIONS
HIGH ASPIRATIONS
HIGH STANDARDS
YOU WILL SUCCEED

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WE ARE PART OF



THE
CHALLENGE
ACADEMY
TRUST



**LOCKDOWN
DRILL
(STUDENTS)**



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WHAT IS LOCKDOWN?

- A lockdown procedure is needed if there is a threat to the safety of the staff and young people in the school.
- There are a variety of reasons as to why a lockdown is needed and the Headteacher Mrs Scott-Herron or a designated member of the Senior Leadership Team is the person who will make this decision.



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WHY DO WE NEED TO PRACTICE?

- Whilst the actual need for a lockdown is incredibly unlikely it is really important that you know what the signal is and what to do.
- In a situation like this we do not want any panic or hysteria. We understand that it will be a scary, but you need to trust and follow the adults in charge in a very calm and controlled way.



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WHEN WILL IT HAPPEN?

- The lockdown practice will happen on Tuesday 20th October. The exact period and time will not be communicated to you, as we need to respond with immediacy, to see how it works.



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HOW WILL WE KNOW THAT WE NEED TO HAVE A LOCKDOWN?

- You will hear **5 short bursts of the school bell**, followed by a slight pause then another **5 short bursts of the school bell**.
- Students in the Ball Hall, who are on the field and those in the Designated Provision will be informed by their teachers, as we will have contacted them on their mobile phones. Staff will make sure they have their mobile phones with them in these areas.



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WHAT DO WE DO WHEN WE HEAR THE SIGNAL?

- Do not panic or make any loud noises.
- If you are in the corridor, go to the nearest classroom and give the teacher your name.
- In the classroom, your teacher will instruct you to hide under the desk. The teacher will have their mobile phone with them as we may have to communicate with them directly.
- The teacher will then lock the door by key or by putting a desk up against it and pull down the blinds in the room where possible.
- Please stay very quiet and follow the guidance from your teacher at all times.



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WHAT DO WE DO WHEN WE HEAR THE SIGNAL?

- If you are in a Pastoral office, please get under the table and move away from where anyone can see you. The member of staff will make sure the blinds are pulled down and the door is locked or blocked.
- If you are in the Canteen or The Orangery, please get under the desks and out of sight as much as possible. The teacher will direct you where to go.
- If you are in the School Hall, either crouch down on the floor or move to behind the stage curtain. The teacher will direct you, depending on the size of the group. They will also ensure the door is blocked.
- If you are in the toilets, the member of staff on duty at the toilet, will come into the washbasin area and lock the door or shutter from the inside and stay with you.



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WHAT DO WE DO WHEN WE HEAR THE SIGNAL?

- If you are in the Ball Hall the members of staff will move you quickly and calmly into the changing rooms and lock the door from the inside.
- If you are on the field, the members of staff will either direct you towards the trees, bring you behind the Ball Hall or into the main body of the Ball Hall.
- If you are in reception. The reception staff will take you into the back office and make sure both doors are blocked.
- Just remember to keep calm and not make any sound.



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HOW LONG DO WE WAIT?

- You need to remain quiet under your desks or out of sight until the lockdown is over. There will be a further signal to end lockdown.
- As it is a practice, Mrs Scott-Herron, the Senior Leadership Team and key members of staff, will be coming around to check all the classrooms, offices, Designated Provision, Ball Hall etc. As they need to see how the drill has worked and what improvements need to be made going forward.

HOW DO WE KNOW LOCKDOWN IS OVER?

- You will hear **5 short bursts of the bell**, and this will signal lockdown is over.
- It is **REALLY** important that you take this practice seriously and I need you all to be sensible and calm. If it was a real situation any misbehaviour or silliness could really jeopardise the safety of others.
- You are all very precious to us, and we need to make sure our procedures work, to keep you safe.
- We understand that things may work out differently if it was a real lockdown, but Mrs Scott-Herron or a designated member of the Senior Leadership Team would instruct everyone, to the best of their ability. The emergency services would most likely be involved also and we would follow their lead.



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QUESTIONS?

- If you are worried or afraid then please do ask any member of staff and they will do their best to help you.
- Please talk to your parents and carers as they will be sent this PowerPoint to talk through this with you at home.
- The Lockdown procedure document is very complex, and the Senior Leadership Team and key staff members are well trained and versed in how to deal with a lockdown situation. We re trying to keep this a simple as possible for you to understand.