

Lockdown and Major Incident Policy/Procedure

Lockdown

If a trespasser threatens the premises or the local area Lock-Down procedure will be activated.

Parents and carers of all children at school will be notified by text. If these main carers are not available, then an alternative person on the contact sheet will be contacted.

Once we have been informed by emergency services or local authority that it is safe to leave the premises all parents will be contacted to come and collect their child/children.

Major Incident Procedure

The school will stay open and operate as normally as possible.

Emergency services will immediately be notified.

Parents and carers of all children at present at school that day will also be notified immediately. If these main carers are not available, then an alternative person on the contact sheet will be contacted.

OFSTED will be notified directly on **0300 123 1231** and will be informed of the incident.

A written report will be made in full and kept on record.