



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
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Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

Head Teacher: Jo Davies

Lock Down Procedure

Signalled by: short sharp blasts on the lockdown bell.

Signal for all clear: 5 short sharp blasts on the school bell.

Once the alarm has been raised, the SLT will establish if the lockdown should be partial or full depending on the circumstances. Staff to always assume it is full lock down unless they hear a further 3 blasts of school bell to represent a partial lockdown.

Partial lockdown	Full lockdown
Upon hearing the 10 blasts, all staff and pupils will stop all outside activities and return to their classroom. When swimming is taking place these children return (initially) to the gym. If in gym, Move to boys changing room.	All pupils and staff to stay in their classroom or to move to the nearest classroom available to them. The aim is for the school and its rooms to appear empty.
Staff and pupils then remain in their building. External doors and windows are to be locked. On the list, the first person takes responsibility for locking the doors. <ul style="list-style-type: none">Year 5 block and main door into main building (5B) – J Smith. In his absence, R GordonHall doors – Kitchen staff and in their absence, J DaviesGym and door by girls changing room – S Gholizadeh and in her absence, L WaltonYear 3 and 4 toilets main door to playground – Jo D and in her absence, S PattersonYear 4 Block external doors- V Oliver and in her absence, S Khan All teaching staff to ensure internal and external doors are closed in their classrooms.	
If lockdown happens during break/ lunch, all children are to return to their classes quickly and quietly. External doors to be locked as above. If in the gym, please return to 4G, and if swimming, please return to 3T.	
Lock classroom doors and close blinds. Lead adult in class to check for missing pupils, staff and any missing persons. Register. When all people are accounted for, notify the office via email to office@queen-eleanors.surrey.sch.uk Remain in your class until you hear 5 short blasts on the school bell.	Lock classroom doors, close blinds, internal door windows covered. Lead adult in class to check for missing pupils, staff and any missing persons. Register. When all people are accounted for, notify the office via email to office@queen-eleanors.surrey.sch.uk Remain in your class until you hear 5 short blasts on the school bell.
In the event of air pollution, chemical, biological or radiological contamination issue, air vents, fans, heating and air conditioning systems should be turned off. Use anything to hand to seal all the cracks around doors and vents into the room.	Lights, interactive whiteboards, and computer monitors to be turned off. Pupils and staff sit quietly out of sight. Mobile phones turned to silent. Keep children reassured and engaged in a quiet activity or game.
No free movement in buildings. Office staff/ non-teaching staff to remain in their office/ PPA room.	No free movement in buildings. Office staff/ non-teaching staff to remain in their office/ PPA room.
Staff should await further instructions. Remain in place until all clear has been given by means of 5 short sharp blasts on the school bell , or told to evacuate by emergency services.	