



Malden Oaks
School & Tuition service

Making the **MOST** of every day

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8289 4664
020 8289 4665

LOCKDOWN PROCEDURES

This procedure is to be used in the case of an emergency requiring all students to be inside the building, for example in any of the following cases:

- A potentially dangerous intruder is seen on the school grounds
- A potentially dangerous dog or other animal is loose in the grounds
- A chemical spill from an upper or lower tier COMAH site
- The police have informed us we should use our lockdown procedure

LOCK DOWN SIGNAL: Key turn hand signal to all teachers/staff

The signal is triggered by admin team or SLT to each room.

On this signal, the following actions should be taken:

1. CLASSROOMS / COMMON ROOM

- Ensure all students are in the classroom / Common room and the door is closed
- Close all the windows and blinds and check any external doors are locked
- Seat the students away from the windows under the tables
- If it is safe to do so, retrieve your mobile phone and set to silent
- Log in to your school email account and check frequently for updates

2. OFFICE STAFF

- Lock the front door and any external doors around the building, if possible.
- Ensure that you are secure (locked/swipe door system), otherwise move to another location (if safe to do so).
- Lower the hatch and blinds
- Bring the telephone to the floor
- Remain out of sight under the tables
- Call 999
- If it is safe to do so, retrieve your phone and set to silent
- Log in to your school email account and check frequently for updates



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3. LUNCHTIME PROCEDURE

Common Room

- Those staff/students in the common room should remain there
- Follow procedure as above (Points 1 & 2)

Dining Area / Corridors

- Staff should direct students to the nearest classrooms
- Follow procedure as above (Points 1 & 2)

4. ALL CLEAR

- The most senior member of staff in the school (usually the Headteacher or Deputy Headteacher) will ascertain when the situation is safe and will instruct the office staff to advise all staff that it is safe to resume as normal.