

White Trees
independent school



Lock down policy

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Wonderful
Excellent
Lovely
Clever
Outstanding
Magnificent
Enthusiastic

(Acronym created by White Trees pupils)

Policy owner	White Trees School	Last review	August 2023	
Date Created	November 2019	Next review	August 2024	

Lock Down Procedures

A lockdown will occur when there is a threat in the local area or specifically to the school. It is important to identify procedures for locking down the school should this take place. The school will not run lockdown 'drills', all alerts should be considered credible.

Code 1 (minor alert), RED/PINK PAPER WITH NUMBER 1

There is a concern around safety and the school building will be secured. Leaving the premises is not permitted until clear but hiding, barricading or altering the school day beyond staying on site is not required. Considerations around what to communicate to pupils should be made depending on their profile.

Offsite teams are called to determine potential risks and avert.

Leader to determine the need to call emergency services via 999 or 101

Code 2 (major alert), RED/PINK PAPER WITH NUMBER 2

There is a specific and credible threat that must be acted upon. Pupils should be kept in classrooms or lockable spaces and, where possible, out of sight. Putting an additional layer of barricade to secure a door may be appropriate. This should be done until level 3 is shown. Considerations around what to communicate to pupils should be made depending on their profile.

Offsite teams are called to determine potential risks and avert.

Leaders to call 999 and alert emergency services to the situation

Code Blue (post alert)

Threat has passed and, where possible normal timetables should be resumed. Adaptations to the school day following any emotional and behavioural impact should be considered.

Leaders to consider appropriate communication and follow up with emergency services.

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By	
Chair of Gov Sig/Date	

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Head Teacher Sig/Date

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