

## Little Trinity Ltd

### Lock Down Procedure

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#### LITTLE TRINITY

##### External – If Outside

Whistle is blown continuously. All staff guide children straight in and back to classrooms. Sit on carpet away from windows and doors. Whistle will be attached to medicine bags.

If going out on field staff must collect tennis court and back gate key from GC office. If the need for lock down occurs a whistle is blown continuously and all pupils to be taken to the tennis courts and locked in or straight out of the back gate into Albert Road (if it is too dangerous to remain on site).

##### Internal – If Inside

GC would blow whistle continuously.

Staff would ensure children are in rooms, sat on carpet, away from windows and doors. Check all doors and windows are shut and locked! Close blinds in all rooms.

Barricade doors with any heavy furniture to prevent access where possible.

Keep children calm, quiet and as still as possible until you are notified in person that the danger is over!

##### Swimming, Ballet, Football, PE

Swimming – Exit the pool and go straight to communal changing room.

Ballet – Stay in concert hall, sit on floor away from windows and doors.

Football – If on field, same procedure applies as external points. If in concert hall, same procedure as for ballet

PE – Stay in gym, away from windows and doors, all sitting down together.