



Lockdown Procedures 2026-2027

Pear Tree Mead Academy

Part of the Passmores Co-operative Learning

Community

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential
- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background
- there is no limit to achievement – intelligence can be developed
- each student must know what to do in order to improve and how to do it, high expectations on their own are not enough
- consistency of experience is fundamental; each school is a team and consistency makes us greater than the sum of our parts
- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their socio-economic background;
- benefit from an inclusive ethos, excellent teaching and a broad and balanced curriculum underpinned by strong leadership, in a local school;
- are supported and encouraged to lead healthy and active lives making sensible choices, whilst respecting the views and attitudes of others.

Lockdown Procedures

2026-2027

In the event of a fire the fire alarm will sound and we will follow the schools fire procedures and meet on the infant playground.

In the event of a bomb threat/event where we must leave the school we will operate normal fire drill procedures and then head to Passmores. This is the school evacuation procedure.

Some members of the school community have a PEP (Personalised Evacuation Plan). This will be followed for either a on or off site evacuation.

On and off site evacuation will be practised as a whole school and timed. Some SEND children will need to be prepared for this and know when it will happen to ensure that are ready to practise.

In the event of an intruder/event where we need to stay securely within school, the following should happen. This could be a hold and secure lockdown or a full lockdown depending on the situation. It is most likely that a full lockdown would occur if someone had already entered the building. Partial lockdown maybe an intruder in the school grounds, or another dangerous situation such as a pollution incident or a dangerous animal on site.

- Whoever receives the information needs to start the lockdown procedure. Call or send message to the office first – “We are on lockdown.” Office staff will sound the doorbell and start the instruction below. Office to call 999 if needed. The front door if the school to be closed.
- The air horn will be signalled (blasts) from the area that the alert has come in from. The person that starts this signal will need to move around the school (or pass air horn to SLT) to signal in the main areas – Corridor, Offices, Reception class, oasis room, rainbow door, Year 6 stairwell, small hall. This may be completed by multiple adults if it is deemed safe.
- There are air horns in the main areas of the school (listed above) that can be sounded and will be used for full lockdown only.
- Partial lockdown will be staff moving from classroom to classroom to share the message of a partial lockdown verbally so that staff are aware of the difference between full and partial. Partial lockdown will be locking external doors and closing blinds.
- Teachers/staff in charge of groups – account for all children – register them. If children are outside call them in using your usual procedure but tell other adults that they need to urgently get inside using the words full or partial lockdown.
- One member of classroom staff to complete the lockdown drill with the children and one to continue to pass on the message as needed.
- ALL STAFF –shut and lock doors and windows, close blinds and do not leave the room. For full lockdown - Children and staff to sit under tables/in a safe place and lights to be turned

off. All to be silent, minimise movement and keep away from windows and doors. Support children to be calm and not to panic.

- ALL STAFF – to leave phone lines clear and wait for further information. Staff are not to have contact with anyone outside the school to save concern.
- If the fire alarms go off, stay where you are unless you are aware that there is a fire.
- If it is lunchtime – the MDAs will bring their class back to their classroom.
- Staff will be trained on how to respond instantly to the sound.
- Air horns will not be used in school for any other purposes.
- Children will practise full and partial lockdowns. Parents will be informed of when this has happened. Some SEND children may need to be told before this so that they are aware that something is going to happen.
- PCLC trust to be notified if lockdown is implemented.
- Pupils will not be released to parents during a lockdown until the all clear is given. Parents will be informed via Arbor after there has been a full lockdown with further instructions if needed. Parents are asked not to call the school or attend the site to keep clear for any emergencies services that are needed.
- Staff will be informed of when lockdown is over by SLT.
- **Procedure for securing doors and windows** (if you can)

	Lead	Support staff
Preschool	Gather children and shut and secure all doors.	Close and secure room windows One person to secure Hive entrance
Nursery	Gather children and shut and secure all doors.	Close and secure room windows One person to secure outdoor gates
Reception	Gather children and shut and secure all doors.	Close and secure room windows One person to secure main entrance.

Yr 1	Gather children and shut and secure all doors.	Close and secure room windows One person to secure external door from the corridor and small hall.
Yr 1	Gather children and shut and secure all doors.	Close and secure room windows One person to check the library for children and lock door.
Yr 2	Gather children and shut and secure all doors.	Close and secure room windows
Yr 2	Gather children and shut and secure all doors.	Close and secure room windows
Yr 3	Gather children and shut and secure all doors.	Close and secure room windows
Yr 3	Gather children and shut and secure all doors.	Close and secure room windows.
Yr 4	Gather children and shut and secure all doors.	Close and secure room windows including the staff room door at the back of their room.
Yr 4 upstairs	Gather children and shut and secure all doors.	Close and secure room windows One person to secure stairwell door.
Yr 5	Gather children and shut and secure all doors.	Close and secure room windows
Yr 5/6	Gather children and shut and secure all doors.	Close and secure room windows
Yr 6	Gather children and shut and secure all doors.	Close and secure room windows One person to secure stairwell doors.

SENDCo office	Secure own door and windows	
Office	Secure own doors and windows	
SLT	Secure photocopier room and all doors and windows	
Discovery room	Secure doors and windows	
Hive	Secure own door and windows and external door	
Catering staff	Secure own door and windows and external door	

Daily routine

It is important that in our daily routine we secure the school at all times but especially when the external gates are open at the start and end of the day.

The new build doors will automatically be unlocked once opened. Please refrain from walking out of the staff room and corridor doors. Year 1 and 2 – external classroom doors should be locked at all times. You need to make sure that you turn the handle when you enter the classroom.

Fire doors should be kept closed at all times – at bottom of stairs, unless manned by an adult. KS2 doors should be kept locked at all times.

Early Year need to make sure that their gates are kept locked at all times so that no one can enter the gardens. Doors should be kept locked at the beginnings and ends of the day when the gates are open for parents to enter.

If you have a key for your door please keep it in a visible spot.

Once external gates are open in the morning and the afternoon please be aware that anyone can enter the school grounds. You should not be outside with your class at this point. Eg doing PE. We cannot control who walks through those gates so we must make sure that we are safely inside where they cannot get access to us or the children,

Before you send your children out for the end of the day, playtime or lunchtime please take a moment to assess the situation outside before sending the children out. Do not send you children out if you think they may be in danger. If this is the case you must start partial or full lockdown.