



Believe, Strive, Achieve

The Federation of Winklebury Infant and Junior Schools

Plan and Procedures to Manage Imminent Danger (including a breach of security)

In any situation staff will make on-going decisions about the best course of action to be taken given the development of an incident.

These guidelines are written with the underlying principle that staff and other adults on site will prioritise their own safety as well as that of the children.

In any given situation, adults will consider the following response guidelines:

RUN, HIDE, TELL PROCEDURES

If RUN:

- Use the main gate;
- If the main gate is not safe, use the other three gates (but keys will be needed to unlock them) or fences around the edge of the school site if possible;
- Once off the school site find somewhere safe to hide – consider use of Sycamore centre.

If HIDE in the school buildings:

- Find a suitable place to hide – consider adult toilets, cupboards, corridors, classrooms etc.
- Take action to increase protection from attack:
 - lock all doors
 - close all windows
 - close all blinds and curtains
 - block access points (move tables to block doorways)
 - sit on the floor
 - go under tables
 - keep out of sight
 - keep away from windows and doors
 - turn off lights
- Look for exit points in case of discovery.
- Remain inside in hiding place until you are given the all clear or are evacuated.

TELL:

- All adults call 999 as soon as it is safe to do so (9 for an outside line from the school phones).
- If talking puts you at risk, follow Silent Solutions procedure - dial 999 (9 for an outside line from the school phones) followed by 55 when given the option to do so (the call will be traced as an emergency).

LOCKDOWN PROCEDURES

- The code word to be used is 'lock down' and the procedure below is referred to as the 'lock down' procedure.
- Once staff members are aware the code word is being used, they should follow the 'lock down' procedure below.
- Staff should, at all times, be aware of, and vigilant about, the more vulnerable parts of the school site:
 - the perimeter fence;
 - windows;
 - glass doors;
 - flat roofs.
- In an on-going situation staff should ensure:
 - they and children remain quiet;
 - they and children remain calm;
 - first aiders monitor children and adults with severe medical conditions and consult with the most senior member of staff present if a concern arises.

In the event of lockdown procedures when there are children outside:

- The adult(s) in charge takes the children into the school via the nearest available access point and into the nearest safe space.
- An available member of staff calls the emergency services on (9)999.
- An available member of staff alerts the SLT / Office Staff / other staff on site.
- All staff follow the hide procedures above.
- If the security of the school is breached the most senior member of staff on site may decide to:
 - evacuate to another safe location within the school.
 - evacuate to the agreed off-site location – Sycamore Centre.
- The most senior member of staff takes the 'grab pack' in order to register children and adults once the off-site location is reached.

In the event of imminent danger when all adults and children are inside the building:

- The adult who is first aware of the imminent danger initiates the 'lock down' procedure as detailed above.

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