

Staff You Said, We Did- Lockdown July 2023

Incident management team to be based in Debs' office, or Helen's office, to protect admin staff

- Meeting point to be added into policy

Movement around school needed clarifying.

- Added in to the quick reference document

Access to water in the art room, as children didn't have their water bottles and there weren't any cups

- There is now a supply of cups in the art room

Staff want to be able to let their next of kin know what's happening when we go into lockdown

- We will share as much information on the nature of the threat as possible and make it clear what can / cannot be shared with people outside of school. Note, this information would need to be kept confidential within school.

One of the classroom phones received an external phone call

- This has now been resolved, external calls cannot come to any classrooms

Police were outside and this caused concern to staff

- Incident management team will inform staff if there is police presence on site

Staff felt like they could have been kept more in the loop

- Regular updates to be sent to staff- this will include 'no further information' if needed

Business as usual felt too much of an expectation to stay on curriculum

- Reasoning for this is that we want to try and keep routines as normal for the children as possible, although they can take regular breaks from the curriculum to do activities such as reading, colouring, movement breaks. This is at teacher's discretion, and these breaks should be kept as short as possible. This has now been added to the quick reference document.

LOs requested further lockdown procedure training

- This was done in September.

No clear plan in place for child with physical needs. Cannot hear tannoy in hygiene suite.

- Any pupil who is not physically mobile will have a specific lockdown procedure added to their PEEP. Anyone working with one of these children should have a walkie talkie at all times so they have a way to contact someone if they're in the hygiene suite when lockdown is called.

People feel exposed in certain classrooms as there are no blinds

- Audit has been done and costing prepared for this

Can next of kin of staff be contacted when parents are

- This information has been requested on SAM people, so all staff need to log on and make sure these details are up to date. We would only contact next of kin as per the emergency plan.

Member of supply staff did not have access to staff@ emails

- Emergency email login has been set up, this will be shared with supply staff in the event of an emergency

Children on carousel were in the art room all day so did not have the work to do once art lesson was finished

- Class teachers on PPA/leadership time that are in the building should return to their class if possible, wherever their class is based.

Roles need to be clearly established for leadership staff

- Incident management team to be decided on the day based on which staff are in the building. The team list would be sent out to all staff as soon as decided, along with location of team within school.

Need to factor in that threats that come in via email should be considered as cyber threats, and appropriate actions taken

- This will be added to the policy, which will include direction for a wireless lockdown

Health files had been collected in for update for end of academic year

- Health files moved to Google Drive

Face to face debrief would have been good

- Meeting will be held after lockdown to do in person debrief with staff

Staff test login does not have SIMS so supply staff needed paper register

- We now have a supply login for SIMS, which will be shared with supply staff as needed