



TERROR THREAT PROCEDURES – VALOUR MULTI ACADEMY TRUST

In the event of a lockdown situation, the following actions should be taken.

1. Children and adults to remain behind security doors
2. Office staff to move to a place of safety (behind security doors)
3. Member of admin team to call 999 immediately. Staff member to remain on phone to take instruction before and when police are on site
4. Once 999 has been called, member of admin team to ring all classes to alert them of the situation and to advise them to follow lockdown procedures
5. Children and staff to move to a place of safety within the classroom. This should be away from windows
6. Should an intruder have entered the building, classroom doors should be blocked from inside using heavy furniture
7. Where the threat is outside of the building and a room has a lot of windows, children and staff should move to the nearest, safest room
8. All children and staff to remain in situ until advised otherwise

Where it is deemed safer to evacuate the building, staff and children should evacuate in line with the business and continuity plan guidance.