LOCKDOWN POLICY AND PROCEDURES

Version: 2.0

Approved by: Management Committee

Date approved: Autumn 2026

Review date: Autumn 2028

Introduction

Lockdown Policy and Procedures

- This document is a statement of the aims, principles and strategies detailing Lockdown procedures for the premises. Staff should ensure that they are familiar with these procedures.

- This policy takes into account the **United Nations Convention on the Rights of the Child:**
  Article 2: All children have these rights, no matter who they are, where they live...
  Article 3: All adults should do what is best for you.
  Article 28: You have the right to a good quality education.
  Global Goals:
  Global Goal 3: Good Health & Well-Being.
  Global Goal 4: Quality Education.
  Article 19: Protection from violence, abuse and neglect. Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Rationale

As part of our health and safety procedures, the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security or other risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, extreme weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures is to take place immediately on hearing the unique lockdown audible signal.

Procedures

This signal will activate a process for children to be ushered into the school building, where they are exposed outside on school grounds, as quickly as

possible and the locking of the school's offices, all external doors where it is possible to remain safe;

- At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off;

- Children, staff and visitors not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when bell goes. If a class is in the hall away from where their classroom is, they are to go to one of the nearest rooms;

- If practicable staff should notify the front office or SLT by the internal phone system that they have entered lock-down and those children not accounted for.

NO ONE SHOULD MOVE

- Staff to support children in keeping calm and quiet;
- Staff to remain in lockdown positions until informed by key staff e.g. SLT members, Office Staff or uniformed emergency personnel that there is an all clear;
- As soon as possible after the lockdown once SLT or the office has confirmed it is safe, teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

- School office staff ensure that their office(s) are locked, external windows closed with blinds drawn and police called if necessary. Office will email all staff to alert them of the Lockdown and again when it is safe to come out.
- Site manager locks the school's front doors and all gate entrances
- Individual teachers/TAs lock/close classroom door(s) and windows and draw blinds on all windows.

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network- text messages and (if possible) emergency notice on the website

- Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school as it may put them and their child at risk;

- Pupils will not be released to parents during a lock down (for any reason at all);

- Parents will be asked not to call school number as this may tie up emergency lines;

- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from school office staff or uniformed emergency services personnel;

- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances and the fact that school is a "SAFE ZONE".

All staff and visitors should check with the Head teacher or a member of the SLT before speaking with any third parties or the media about the event.

Lockdown drills

Lock down drill will take place at regular intervals with staff to ensure everyone knows exactly what to do in such a situation.

Review

This policy and procedures will be reviewed every three years (or as the need arises) based on information from the local authority.

Lockdown Summary of procedures

Management and Control	Nominated person Responsibility
Head Teacher / Site Manager	Initial contact with the emergency services/ Overall site management
Deputy Head/ Assistant Head	Liaison with parents / Governors (as required)
Class Teachers (on a rotating basis)	Pupil control and support in rooms

Signals	
Signal for lockdown	Unique audible signal (across site)
Signal for all-clear	Individual calls via internal phone system, visit from SLT

Lockdown	
Check specified assembly points	Classrooms, Offices, School Hall, Library
Entrance points	Main School Entrance, All external gates
Communication Arrangements	• Telephone System (Internal & External) • email • mobile phones

ACTION PLAN

1.	Ensure all pupils are inside	
2.	Secure all entrance points to the school	
3.	Dial 999 For each emergency service that the incident requires.	
4.	Ensure that staff members take action to increase protection from further danger: • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and pull blinds to avoid detection • Put mobile phones on silent • Turn off lights and computers • Stay away from windows and doors. • Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe. • Check for missing or injured staff members and pupils if it is safe to do so. ▪ Remain inside the classroom until the all clear signal has been given or unless ▪ Do NOT move until you are told to evacuate by the emergency services	