



School Lock Down Policy and Procedures 2025-2026

Rationale

As part of our Safeguarding and Health & Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot 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 risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage

Partial Lockdown

- .Alert to staff: 'Partial lockdown' -inform office, office to use a bell, whistle or verbal to communicate to staff and pupils
- .Repeated blasts on whistle if necessary, on the playground.

In a partial lockdown, staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building (unless strategically safe to do so). This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building.
- All pupils to go to their own classes where possible
- Office to take registers around to classes and will collect them if appropriate
- All staff, pupils and visitors to remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent on the situation
- Staff should await further instructions.

- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct a risk assessment and identify the next actions to take based on advice from the Emergency Services. School local authority Emergency Plan to be used/consulted
- Pupils must not be released to parents during a lockdown.
- School office will text parents to inform them, if appropriate, not to enter the school grounds or call school to leave lines open for communication with services
- School office will text not to contact school via phone to leave lines open for communication with services.
- Staff will be informed of the termination of the lockdown by direct communication with the headteacher, senior leadership team or school business manager
- Staff will encourage the pupils to keep calm and quiet.

A 'partial lockdown' may also be a precautionary measure but puts the school in a state of readiness (whilst trying to retain a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Notification of full Lockdown

Staff will be notified lockdown procedures are to be implemented immediately on hearing 5 short loud bursts of a whistle/ bell or by verbal instructions

Procedures

- The signal of the 5 rings on the bell, will activate a process of children being ushered in to the school building if on the playground area as quickly as possible via the nearest door or go straight back to class if in the toilets/open areas etc..
- The police/emergency services will be contacted by the headteacher /business manager or senior leadership team
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in their classrooms. Staff will ensure windows, blinds, roof openings and doors are closed. The children need to be positioned on the floor for e.g. away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Laptops are to be

kept on to access emails. Any mobile phones can be kept on silent. Wherever possible, use silent communication to keep noise to a minimum.

- The Headteacher will decide if children and staff would be safer in the hall or in a particular classroom depending on the emergency
- Senior Leaders, Office Staff will ensure all outside doors are secure
- Other staff, visitors etc, should base themselves in the nearest room.
- Office staff to make sure the front entrance door is locked
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen away from the door and make sure all outside doors are locked.

No one should move about the school once in place.

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff that there is an all clear from the Headteacher or Business Manager.

A lockdown can also be a combination of the two above lockdown scenarios.

This could be the case where a school is awaiting confirmation from the police and authorities as to the current situation. These scenarios can be extremely dynamic where regular assessments of risk are made. We understand how very concerning this will be for parents and carers and when its clear and appropriate we will communicate with you. Our priority is always ensuring the safety of all in school. We also ask parents to refrain from social media communications as this leads to misinformation and panic, which is why we are asked to communicate sensitively to avoid aggravating the situation or putting others in danger.

Throughout these rare events as a local authority schools, we liaise as a priority, and work very closely with the Local Authority Communications Teams, the police and other emergency services. The police and services may not be outside the school but may be supporting the school in locating the threat so we can end the lockdown procedure safely. The police and local authority support the schools' actions and advise them re communications and media support

Communication with Parents

If necessary, parents will be notified as soon as it is practical to do so via the school messaging/email service

Parents will be given enough information so that they :

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school if necessary and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe to come and collect their children if necessary, and where this will be from.

. Parents will be told "...the school is in a full lockdown situation. During this period the phone lines and entrances will be un-manned, external doors locked.

. Pupils will not be released to parents during a lockdown

. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from via the office staff or emergency services

. A letter/email to parents will be sent as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

Lockdown drills

Lock down practices will take place as deemed necessary by the headteacher/governing body to ensure everyone knows exactly what to do in such a situation. The monitoring of practices will take place so improvements can be made. Policies will be reviewed annually or before if necessary. Children will not practice hiding from sight during such practices.