Lockdown Policy

Review cycle	1 / 2 / 3 years	
Approved/Adopted by	Full Governing Body / Executive Headteacher	**Date**: January 2026
Changes made in this review cycle	Addition of Appendix C	
Linked policies	Child Protection and Safeguarding Policy Health and Safety Policy Emergency Evacuation Plan	
Signed		**Date**: January 2026
Position	Executive Headteacher	
Date of next Review	January 2029	

Rationale

As part of our Health and 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, for example:

- An incident or civil disturbance in the local community that poses a risk to your school
- An intruder on the site with the potential to pose a risk to your school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Scope

This policy applies to employees, volunteers, parents, pupils and people visiting all school sites. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Consequences

- Copies of this policy will be disseminated through staff handbook, parent handbook and posters in all general learning areas.
- There will be at least one practice lockdown drill per year.
- All staff members must ensure they are clear about lockdown procedures before a practice drill or lockdown occurs.
- Teachers will remind pupils of the lock-down procedure at the start of each term.
- All people on the school grounds will participate in the Lockdown procedures.
- In the event of an emergency, SLT or appointed staff member will make the decision, in consultation with police where deemed necessary, with regard to whether the site needs to stay in lock-down.
- Pupils will not be released to parents during lockdown. Parents are not to call the school as this may tie up emergency lines that must remain open.

Appendix A – Lockdown procedure for Framfield CEP School – during the school day

Notification of Lockdown

Staff are notified that lockdown procedures are to take place immediately on hearing either the 3 blasts of the air horn or a whistle from the playground (all members of staff have a whistle on their lanyard). The phrase 'activate lockdown' will be used.

Procedure:

- Close all windows and doors and lock them
- Pull all curtains and blinds to cover windows
- Keep out of sight and minimise movement
- Stay silent to avoid drawing attention
- Endure. Be aware you may be in lock down for some time.

The SLT, school secretary or appointed person will give the following announcement:

'Activate lockdown procedures immediately. All pupils, staff, parents and registered visitors, please proceed to the nearest classroom. Staff, secure your rooms and pupils.' Or the reason for lockdown is (where appropriate to give such information). Authorities have been notified. Repeat: 'Activate lockdown procedures immediately. All pupils, staff, parents and registered visitors, please proceed to the nearest classroom.'

All staff, visitors and children will:

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors / shutters, where it is possible to remain safe.

2. At the given signal, the children remain in the room they are in, the staff will ensure all windows, and doors are closed, locked and screened where possible, with the children positioned away from possible sightlines, external windows and doors. Mobile phones to be on silent mode.

3. Children or staff not in class will proceed to the nearest classroom and remain with that class and class teacher.

4. Take a complete role of everyone in the room.

5. Appointed staff member will use the internal phones for this.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

During the period of lockdown:

- Staff to support the children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by appointed staff, in person that there is an all clear.
- As soon as possible after lockdown, teachers to return to their classrooms, conduct a register and notify reception immediately of any pupils not accounted for.

Staff roles:

1. Staff to immediately activate lockdown procedures with 3x short bursts of the whistle, (if the intruder is on the playground, member of staff present to give 3x short bursts of a whistle), ensure that the office door is locked and police called.
2. Communication is via internal phones.
3. SLT or appointed staff member to lock front door/entrance.
4. Individual teachers and teaching assistants to close and lock classroom doors and windows. Nearest adult to check exit doors are locked for the area of the building, they are in.
5. Administrator to contact classes to account for children, staff & visitors.
6. The appointed person liaises with Executive Headteacher / Head of School and emergency services (if applicable) to give the 'all clear signal' when the emergency has passed.
7. Administrator to arrange for parents to be informed.

Appendix B– Lockdown procedure for Framfield CEP School – drop off or pick up

Notification of Lockdown

Staff, parents and pupils are notified that lockdown procedures are to take place immediately on hearing 3 blasts of a whistle. The phrase 'activate lockdown' will be used via the walkie-talkie's that staff have in the classrooms/on them.

Procedure:

- Staff member on the gate to lock the main gate and usher all parents and pupils to the nearest classrooms. Any pupils and parents that are outside of the school are advised to return to their vehicles.
- Close all windows and doors and lock them
- Pull all curtains and blinds to cover windows
- Keep out of sight and minimise movement
- Stay silent to avoid drawing attention
- Endure. Be aware you may be in lock down for some time.

The SLT, school secretary or appointed person will give the following announcement:

'Activate lockdown procedures immediately. All pupils, staff, parents and registered visitors, please proceed to the nearest classroom. Staff, secure your rooms and pupils.' Or the reason for lockdown is (where appropriate to give such information). Authorities have been notified. Repeat: 'Activate lockdown procedures immediately. All pupils, staff, parents and registered visitors, please proceed to the nearest classroom.'

All staff, parents, visitors and pupils will:

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors / shutters, where it is possible to remain safe.

2. At the given signal, the children remain in the room they are in, the staff will ensure all windows, and doors are closed, locked and screened where possible, with the children positioned away from possible sightlines, external windows and doors. Mobile phones to be on silent mode.

3. Staff, pupils, parents and visitors not in class will proceed to the nearest classroom and remain with that class and class teacher.

4. Take a complete roll of everyone in the room.

5. Appointed staff member will use the internal phones for this.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

During the period of lockdown:

- Staff to support the children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by appointed staff, in person that there is an all clear.
- As soon as possible after lockdown, teachers to return to their classrooms, conduct a register and notify reception immediately of any pupils not accounted for.

Staff roles:

1. Staff to immediately activate lockdown procedures with 3x short bursts of the whistle, (if the intruder is on the playground, member of staff present to give 3x short bursts of a whistle), ensure that the office door is locked and police called.
2. Communication is via internal phones.
3. SLT or appointed staff member to lock front door/entrance.
4. Individual teachers and teaching assistants to close and lock classroom doors and windows. Nearest adult to check exit doors are locked for the area of the building, they are in.
5. Administrator to contact classes to account for children, staff, parents & visitors.
6. The appointed person liaises with Executive Headteacher / Head of School and emergency services (if applicable) to give the 'all clear signal' when the emergency has passed.
7. Administrator to arrange for parents to be informed.

Appendix C – Lockdown Procedure for Pupils and Staff Using Framfield Village Hall During the School Day

This appendix should be followed whenever pupils and staff are using Framfield Village Hall for lunch, assemblies, PE lessons or any other school activity.

If the lockdown signal is raised whilst pupils and staff are in the Village Hall, the SLT will contact staff via radio and make a dynamic risk assessment based on the location of the threat and take the safest course of action.

Where it is safe to return to school:

- Staff will immediately escort pupils back to the school building using the quickest and safest route.
- Pupils will proceed directly to the nearest available classroom rather than returning to their own classroom if this would cause delay.
- Once inside the school building, staff will follow the procedures set out in Appendix A.
- A register will be taken as soon as it is safe to do so.

Where it is not safe to return to school:

- Staff will remain inside the Village Hall with the pupils.
- All external doors and accessible windows will be secured where possible.
- Pupils will be moved away from doors and windows, kept out of sight and instructed to remain calm, quiet and still.
- Staff will maintain supervision of all pupils, reassure them and keep noise and movement to a minimum.
- A register of pupils, staff and any visitors present will be completed as soon as practicable.
- Staff will communicate with the school and/or emergency services using mobile telephones where it is safe to do so.
- No one should leave the Village Hall until instructed to do so by the emergency services or a member of the School Senior Leadership Team, and only when it is confirmed that it is safe.

If pupils or staff are outside between the School and the Village Hall when a lockdown is initiated:

- Staff will immediately direct pupils to the nearest place of safety, whether this is the School or the Village Hall, depending on the location of the threat.
- Staff will not move pupils towards the source of the risk.
- Once in a place of safety, the relevant lockdown procedures for that location will be followed.

Following the end of the lockdown, staff will conduct a register and report the outcome to the School Office as soon as communication can be safely established. Any missing pupils, staff or visitors must be reported immediately.

Appendix D – Lockdown actions checklist

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		