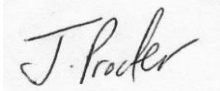




Lockdown Policy and procedure.

Review cycle:	1 / 2 / 3 years	Date: September 2025
Approved by:	Full Governing Body / Executive Headteacher	
Changes made in this review cycle:	Date Changes	
Linked policies:	Health and safety policy Child protection policy	
Signed:		Date September 2025
Position:	Executive Headteacher	
Date of next Review:	September 2028	

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 or nursery 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Scope

This policy applies to employees, volunteers, parents, pupils and people visiting the whole school/nursery site. 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, the Executive Headteacher, or Head of School will make the decision, in consultation with police when deemed necessary, with regard to whether the site needs to be locked-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.

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 (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 Executive Headteacher or Head of School 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 roll of everyone in the room.
5. Head of School or office 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 key staff i.e. Senior Leadership Team, 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. School administrator to immediately activate lockdown procedures with 3x short bursts of a 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 walkie-talkies or classroom phones.
3. Head of school or site supervisor to lock front door and entrances.
4. Individual teachers and teaching assistants to close and lock classroom doors and windows. Nearest adult to check exit doors.
5. Administrator to contact classes or staff mobiles for a list of names to match against names of students and registered personnel on site.
6. Executive Headteacher / Head of School are the only staff authorised to give the 'all clear signal' when the emergency has passed.
7. Administrator to arrange for parents to be informed.