



POLICY DOCUMENT

Title: Lockdown Policy

Reference and Source Documents:

[School and college security - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-and-college-security) updated 5.11.19
[Management of Health and Safety at Work Regulations 1999 \(MHSWR\).](https://www.hse.gov.uk/mhswr1999/)

The key purpose:

To keep children, staff and visitors safe in the unlikely event of an extreme emergency

Lead Staff Responsibility:

Head Teacher and DSL

Governing Body Responsibility:

FGB

Reviewing Cycle and next date:

Every 3 years.

Next date Autumn Term 2028

Approved by Leadership Team:

01.12.25

Approved by Governing Body:

08.12.25

Lockdown Policy

Policy Statement

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Rationale

On very rare occasions it may be necessary to seal off the school or pre-school building 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 on the school or pre-school grounds or outside the building, in the near vicinity.

A lockdown of the school will be implemented any time pupils need to be contained and protected inside school buildings, for example:

- A nearby chemical spillage, which could put pupils and staff at risk of toxic inhalation if allowed outside
- The proximity of one or more dangerous animals on the site, such as a dog that is out of control or a swarm of bees
- Attempted access of unauthorised persons on the school or pre-school site
- Firearms or weapon attack at the school or pre-school or within the local vicinity
- Major or large-scale fire in the proximity of the school or pre-school site

In all these cases the school or pre-school will follow the lockdown procedures to prevent putting pupils and staff in danger, separating them from the risk. The lockdown procedures should also help to prevent confusion, and to make it easier for staff to account for all pupils.

Situations

In general, there are two main lockdown situations:

1. Lockdown with warning: The threat is outside the school building. (Shelter/Invacuation)
2. Lockdown with intruder: The threat or intruder is inside the school building. (Lockdown)

Procedures

Lockdown bell will sound; 4 individual rings on the school electric bell. This will be repeated several times to ensure that all people have heard the alarm. It will be distinct and different from the evacuation alarm, which is one continuous ring.

The alarm will be communicated with staff as to which Lockdown (Shelter/invacuation or Lockdown) is required. We will do this by:

Bay Telephone

Mobile Phone

Instant Messaging and email

In the pre-school setting, which is one room, it may not be necessary to ring the alarm but for the senior member of staff to say loudly, 'Lockdown Procedure'.

If a perceived risk is identified by a threat inside the school the following steps will be followed.

In the case of Lockdown: The police will be notified of perceived risk – 999

- Ensure all children are inside the establishment building.
- Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
- Ensure people take action to increase protection from attack:
 - Block internal access points (e.g. move furniture to obstruct doorways)
 - Sit on the floor, under tables or against a wall
 - Keep out of sight
 - Draw curtains / blinds
 - Turn off lights
 - Stay away from windows and doors.
 - DO NOT lock exterior doors
- If possible, check for missing / injured children, staff and visitors.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
- Classes that are outside of the building SHOULD NOT enter the building and move classes to the closest safe space, such as Bishop Perowne High School if safe to do so.

If a perceived risk is identified by a threat outside the school the following steps will be followed.

In the case of Shelter/Invacuation: The police will be notified of perceived risk – 999

Children will be moved away from the incident (e.g. to the other side of the building)

- Ensure all children are inside the establishment building.
- If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.
- Check for missing / injured children, staff and visitors and notify SLT of anyone missing.
- Reassure children and keep them engaged in an activity or game.
- Notify parents / carers of the situation.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

In both cases staff and children will remain in the lockdown position until advised by the HT, member of SLT or emergency services.

Where specific children are at severe risk they will be moved to a safe space such as an office by two adults. Blinds will be shut, lights turned off and door locked.

If lockdown is ongoing at the end of the school day a text message will be sent to parents to inform them of the delay.

At all times staff must appear calm and in control to ensure children do not become alarmed. Staff must remain with their children and not move around the school building until instructed otherwise.

In the event of a serious incident senior staff will prevent other people from entering or leaving the premises.

Emergency Alerts

The government's emergency alerts system will send alerts to all compatible 4G and 5G devices in England if there's a danger to life nearby. This may include, for example, severe fires, flooding, extreme weather conditions. The head teacher or senior staff will make a decision as to how best to respond in the event of receiving such an alert.

Staff Training

All staff will receive instruction on this procedure as part of the safeguarding and child protection training and the school general health and safety procedures.

The DSL is responsible for ensuring that this training is undertaken by all relevant staff at suitable intervals and with reminders as part of briefings.

Rehearsal for the external threat procedure will take place annually or more regularly if needed, in a manner that does not unduly alarm young children.

Office staff and senior leaders will be specifically briefed on key responsibilities in the event of a serious incident.

Pupil Training

All children will receive annual rehearsal of this procedure but within a safe and secure framework so as not to cause fear, distress or alarm. Children will be taught the key principle to:

RUN > HIDE > TELL in the event of a life threatening situation.

Normal lock down procedures will aim to be calm, orderly and swift in the same way that emergency evacuation is practiced.

Equality of Provision

Children with identified disabilities or SEND, such as hearing impaired or with a physical difficulty may have specified into a Care Plan how their personal safety will be maintained during such an incident, in the same was as during an emergency evacuation plan.

Staffing ratios for very young children will always remain high, including at lunch or break times, in order to protect Early Years' pupils during emergency procedures.

Risk Assessment

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.