



# Lockdown Policy and Procedures

- Effective: September 2024
  - Updated following practice: 2nd September 2024
  - Review: September 2025
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## Lock Down Policy and Procedures

A **dynamic lockdown** is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

## 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 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 risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

## National Counter Terrorism Security Office (NaCTSO) Guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

## Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

## Notification of Lockdown

Staff will be notified that lockdown procedures are to immediately take place by the repeated sound of an air horn from hall and playground in the case of a non-intruder (e.g. smoke/fire/gas leak outside of the building) or a continuous sound of an air horn for an intruder on the playground (stranger/dog etc). Air Horns are to be located in the main office, Blossom and Oak classrooms, and the hall. There is an additional air horn on the first aid bum bag which is taken out every break and lunch time.

## Procedures for Lockdown

1. 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.
2. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school's offices. Pupils on the playground will enter the building through the main door. Pupils on the field will either enter the school via the nearest open classroom door or main entrance.
3. In the case of an internal lockdown, children are to be positioned away from possible sightlines from external windows/doors. Keys will be used to lock the classroom doors from the inside. Blinds will be shut
  - Pupils in Oak Class will sit silently at the back of the room.
  - Pupils in Willow Class will sit silently in the reading area.
  - Pupils in Blossom Class will sit silently in the focus room.
  - Office Staff will lock all internal doors (bottom of the stairs and offices) before locking themselves in the school office, staying away from windows.

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**I can do all things through Him who strengthens me.**

Philippians 4:13

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- The kitchen staff will lock down the kitchen area by switching off the mains. They will then move to Willow Class and take the phone set with them.
- Any staff or children who are not near their 'base classroom' should head to the nearest safe space. Safe spaces are:
  - Blossom Class
  - Willow Class
  - Oak Class
  - The school offices

Staff will be notified if the lockdown does not require electrics to be switched off.

4. Lockdown will be co-ordinated by the DSL or DDSL if the DSL is offsite. They will use the phone handsets to contact each safe space in turn. They will check:
  - a. Which staff are there
  - b. Which children are missing

If it is not safe to call, they will co-ordinate the response via the staff WhatsApp Group.

5. The DSL / DDSL will set a password. The WhatsApp group will be used to share a password which staff can use should they need to gain entry to a safe space. This must not be disclosed to anyone.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Bursar in person that there is an all clear.
8. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

## Staff Roles

1. Front office staff ensure that their office(s) are locked, and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Maintenance Officer (if on site) to enter school via the nearest safe point. In the instance where the Site Maintenance Officer is not able to lockdown inside the school building they will exit the school premises via one of the school gates and remain away from the premises until told to return. Contact will be made with the Site Maintenance Officer at the start of the lockdown to locate their position and establish their actions according to their location in school.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check doors in the classroom are locked.
5. Catering Staff to lock/bolt all kitchen doors before turning off lights.
6. Professional judgement will be made as to when to completely lockdown the school by the lockdown co-ordinators.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.**

## Evacuation

Staff will be notified evacuation procedures are to immediately take place by the sound of an airhorn/ phone call . Air Horns are to be located in the main office, Blossom and Oak classrooms, and the hall.

- Blossom Class to evacuate via their front door and head to vehicle gate exit.
- Willow Class to evacuate via their fire door and head to vehicle gate exit.
- Oak Class to evacuate via their fire door and head to vehicle gate exit.
- Pupils in other areas of the school (Hazel/ Rowan/ Sensory Room/Library/Hall) to evacuate via the 'children's entrance' and head to vehicle gate exit.

If necessary, pupils will then be taken off site and to the nearest evacuation base - Bosley St Mary's Church.

## Staff Roles

1. Front office staff ensure that their office(s) are locked, if unable to get downstairs, and police called if necessary.
2. Site Maintenance Officer (if on site) to head to the church. Contact will be made with the Site Maintenance officer at the start of the lockdown to locate their position and establish their actions according to their location in school.
3. Teachers to get the 'grab bag' to evacuate with.
4. Kitchen staff exit via their nearest door and head towards vehicle exit.

## Communication with staff

Mobile phones and Whatsapp group communications between the office and staff will be via the school mobile telephone. This will be turned to silent during the lockdown. The teacher in Willow will share information, via the adjoining door, with the adults in Oak.

## Communication with Parents

### Practice

Parents will be notified prior to a lockdown practice that it is to take place the following week. It will be explained that we practise lockdowns for a number of different situations and that the lockdown procedures will be discussed with pupils in an age-appropriate way.

### Actual Lockdown

If necessary, parents will be notified, as soon as it is practical to do so, via the school's established communication network - School Spider.

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 lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

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 office staff or emergency services.

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

## Lockdown drills

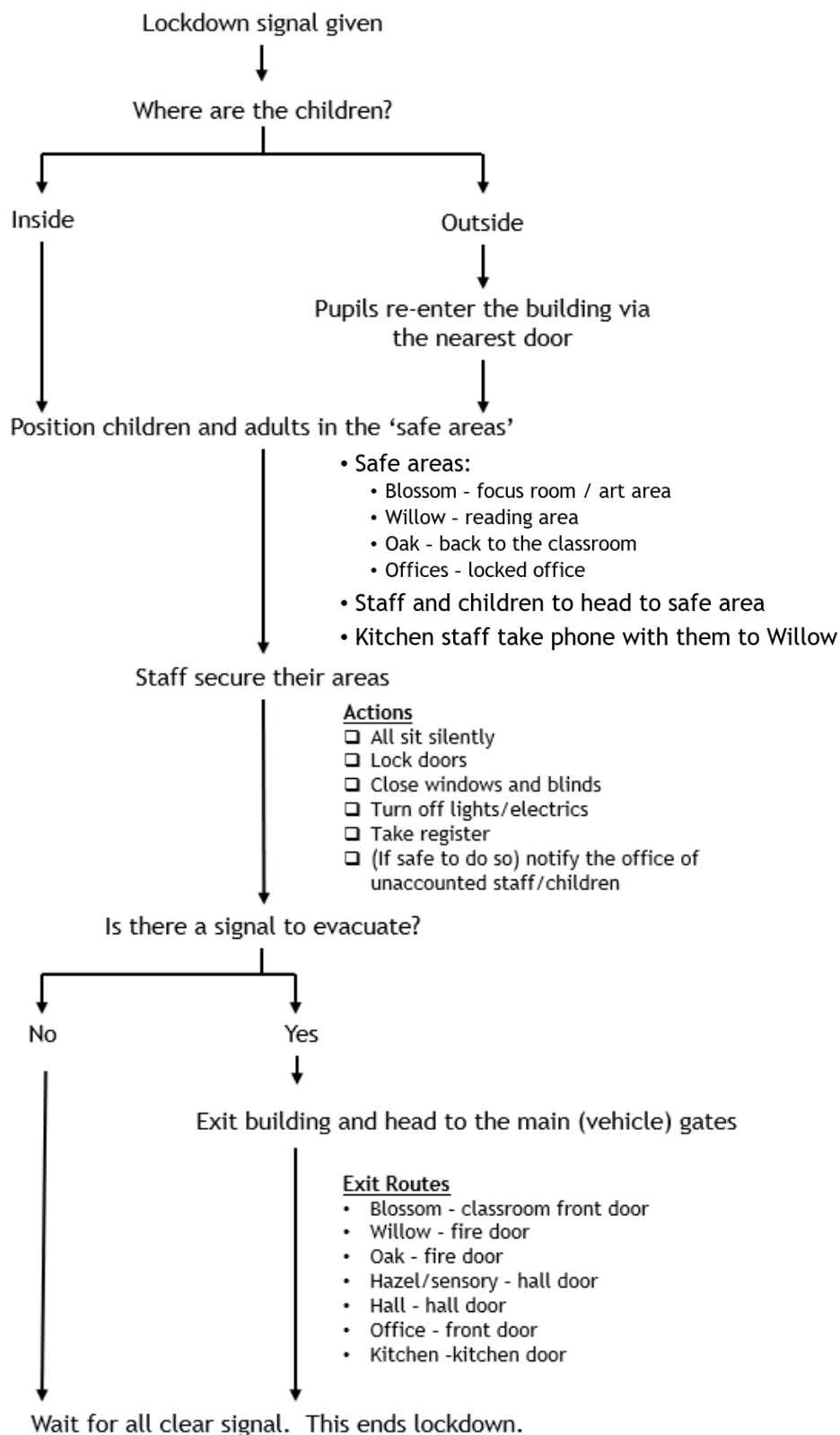
Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and be debriefed to staff so improvements can be made. This will be logged alongside the fire drill log.

Pupils will be told in an age appropriate way what they are going to be doing - hiding/ making dens.

## Review

This policy and procedures will be reviewed annually as a part of the Emergency Fire and Evacuation Plan and Health and Safety Policy.

## Appendix A - Lockdown Process FlowChart





## Appendix B - Lockdown Process FlowChart for Wrap-Around Care

