



# **SITE LOCKDOWN PROCEDURE**

**Reviewed Summer 2023  
To be reviewed Summer 2025**

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 the pupils.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- An Emergency alert received \*

The school's lockdown plan is as follows

Signal for lockdown	A member of staff to visit each room to alert other staff. They will say 'we are in lockdown until further notice'. And/or Blasts of an air horn And/or a signal on your laptop/screen
Signal for all clear	Verbally (in person) from SLT or facilities
Rooms most suitable for lockdown	All staff to remain in own classrooms/area/office where possible All pupils to remain in own classrooms where possible
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows Blinds/curtains down
Communication arrangements	In person

## **Lockdown Procedures**

*Staff will be alerted to the activation of the lockdown drill in advance.*

When informed of a lockdown event.

- Downstairs pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom if possible and safe to do so (outside staff will be informed by a SLT member or facilities)
- Upstairs pupils who are outside of the school buildings are brought inside as quickly as possible and make their way to the main hall if possible and safe to do so (outside staff will be informed by a SLT member or facilities)
- Lunchtime/playtime pupils who are outside of the school buildings are brought inside as quickly as possible and make their way to the main hall if possible and safe to do so (outside staff will be informed by a SLT member or facilities)
- Those inside the school should remain in their classrooms/teaching area and check corridors and toilets for pupils and staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed) Doors need to be locked
- Blinds should be drawn and pupils acting “sleeping lions” in their designated area
- Once in lockdown mode, staff should if appropriate inform the office of any pupil who is not accounted for and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- If situation is in the school building, do not enter if not safe to do so. Find a safe place outside to hide
- As appropriate, SLT or Facilities will establish initial communication with the Emergency Services. Follow up communication can also be carried out by office staff
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via SchoolComms and the website (only when appropriate via guidance form Emergency Services)  
Pupils will not be released to parents during a lockdown.

It is of vital importance that the school’s lockdown procedures are familiar to all members of staff. To achieve this, a lockdown procedure will form part of the yearly safeguarding update to staff. Children will practise in their own classrooms (EYFS at least every ½ term) to allow familiarity with the procedures but a whole school lockdown event drill will be once a year.

All situations are different, once all staff and pupils are safe, SLT will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Communication with staff after Lockdown**

Once the incident has been assessed as safe all classrooms will be visited by a SLT member or facilities and told the situation is under control and the class can resume activities as normal.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

### **\* About Emergency Alerts**

Emergency Alerts is a new service from the UK government. It's expected to launch in 2023.

Emergency alerts will warn you if there's a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

Emergency alerts are broadcast from mobile phone masts. Every compatible mobile phone or tablet in range will receive an alert.

The government does not need your phone number to send you an alert.