



Lockdown Policy

October 2025

Version: **Date**

Ratified by the (*Board of Trustees/Local Governing Body)

Signed by the (*Board of Trustees/LGB): **Date**

To be reviewed (*annually/every 2 years): **Date**

Contents

1. Level 1..... **Error! Bookmark not defined.**
2. Changes..... 7

1. Rationale

As part of our health and safety procedures the school has lockdown procedures. On very rare occasions it may be necessary to seal off the school, so it is not accessible from the outside. This will ensure that students, staff and visitors are safe in extreme situations where there is a hazard in the school grounds or outside the school, in the near vicinity. A lockdown would be implemented when there are serious risks to the school community, for example:

- An intruder on the school site (with the potential to pose a serious risk to staff and students)
- A reported incident/civil disturbance in the local community (with the potential to pose a significant risk to the safety of staff and students in the school)
- A warning being received regarding an environmental risk locally (serious pollution, smoke plume, gas cloud etc.)
- A major fire in the immediate vicinity of the school
- The close proximity of a dangerous dog/other animal roaming loose

2. Notification of Lockdown

2.1. Main site

The school will be notified if lockdown procedures are to take place on hearing a **continuous message on radio channel 1 for approximately 30 seconds of 'lockdown please return to a nearest, room'**.

The relevant authorities will then be called by the designated member of staff – Head Teacher or any member of SLT (who ever initiates the lockdown message should immediately call 999).

Communication can be through the following methods:

- Email to staff email accounts
- Radio messages using the general channel of 1 or specific class channels

3. Procedures

- A lockdown message of '**lockdown please return to a nearest room**' will be announced. If lockdown is called when students are on transport at arrival time or home time, students are to wait for further instructions before leaving the transport.
- All outside activities will cease immediately with students and staff returning quickly (but safely) indoors.
- Students should be taken/contained in a safe place and locking doors to classrooms, offices, internal connecting doors and all outside doors where it is deemed safe to do so. Where possible and without causing injury furniture/objects should be used to barricade doors to prevent/delay access.
- Students and staff are to remain in the room they are in, staff must ensure that doors and windows are closed and locked where deemed safe to do so, screened where possible and that students are positioned away from sightlines from external windows and doors where possible.
- If possible, staff should have personal mobile phones available to receive messages.
- Students and/or staff not in a classroom must proceed to the nearest room and remain there until advised by a member of SLT or the emergency services that it is safe to move and where to go.
- Staff/visitors cannot sign out or leave the premises during lock down.
- As soon as a lockdown is called, staff must take a register and notify the office immediately by **email (to keep telephone lines clear)** of any students not accounted for.
- Staff and students are to remain in lockdown until informed by a member of SLT or the emergency services that it is safe to move and where to go to.

4. Communication with Parents

- Parents will be notified of the lockdown as soon as practical to do so via the schools established texting service.
- Students will not be released to parents or transport during a lockdown.
- Parents will be asked not to call school as this will tie up emergency lines.
- Depending on the type and severity of the incident, parents and transport may be asked NOT to collect students from school.
- If the end of the school day is extended by a lockdown, parents will be notified, and will receive information about the time and place students can be picked up, either from school staff or the emergency services.
- Parents will be informed as soon as possible following any serious incident, as to the reasons for the lockdown being called.

5. Lockdown Drills

A Lockdown drill should take place once per year to ensure that everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. Staff and students will be carefully instructed as to when such a drill will take place.

5.1. SLT Locations during lockdown procedure:

- **Paul Hostead** – Main Office, coordinate communications reception/main corridor
- **Laura Kilsby** – reception (lock reception doors) and guide any visitors into staff room.
- **Stef Jones** – Corridor near Dining hall//Year 7 pod
- **Stacey Warrington** – Upper School area
- **Lisa Krusts** – Upper lower school corridor adjacent to 8a/8b
- **Steve** – Central area of lower school corridor

- **Rob George** – CCTV Monitoring – (if safe to do so)

5.2. Responsibilities of the above staff:

- Ensure all children and staff are secured inside classrooms
- Lock all external doors from the inside
- Coordinating any movement of staff/students
- Communicate potential areas of danger (i.e. location of intruder or signs of attempted entry) to Headteacher and main office staff by using channel 1 on the radios or internal phone lines
- Headteacher will coordinate response to threat and communicate to the authorities
- SLT (if safe to do so) to track movement of threat around site and report back to main office

6. Changes

Description	Date	Page	Section