




*Love of Learning, Love of Life, Love of One Another*  
*'Life in all its fullness' John 10:10.*



## Lockdown Policy and Procedures

|                            |  |                   |
|----------------------------|--|-------------------|
| <b>Approved by:</b>        | N Ball – Head Teacher<br>D Harvey – Chair of Governors                                   | <b>Date:</b> LGC1 |
|                            |       |                   |
| <b>Last reviewed on:</b>   | GB   |                   |
| <b>Next review due by:</b> | LGC1   |                   |
| <b>Distribution</b>        | Shared Drive<br>Staff Room<br>Website<br><i>Paper copies are available upon request.</i> |                   |
| <b>The Source</b>          | St Bartholomews example  |                   |

### 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 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage.

## **Initiating a Lockdown**

Staff and pupils will be notified that Lockdown procedures are to take place through the school walkie talkie system being used to contact each class. The SOS alarm will go off. This is a continuous siren.

## **Location of walkie talkies**

- Each class has a first aid bag which contains their walkie talkie. This bag is kept with the class at all times.
- There are additional bags for intervention groups / visiting coaches.
- At lunchtime identified lunchtime supervisors will have these bags.
- Each Office space has a walkie talkie

**The walkie talkie siren will sound to inform staff and children that a lockdown is in process. The alarm will sound for approximately 15 seconds.**

**On hearing the walkie talkie alarm** - All staff are required to use dynamic risk assessment throughout a Lockdown. The safety of all persons must be our highest priority.

**Use dynamic risk assessment to determine the safest point of entry and the safest place to Lockdown.**

Wherever possible stay in the part of the building where you were when the alert was sounded – this may be the hall, library, or a in a different classroom to your own. Avoid unnecessary movement

Unless directed away from a specific area - all children and staff to return to classroom areas.

- If you are in Forest school remain together and await further instruction.
- If you are in the Hub – remain in this area and await instruction.

**If there are staff or children outside of the building at the time of lock down then they should be recalled using ‘Everyone in SAFE procedure’.**

Staff should return immediately to the building – do not line the children up first.

- If children are on the playground – all children to be directed to the main building.
- Apple Class (Hub base) will go to a downstairs classroom.

Confirm that all persons are in and secure using counting or a register at the first opportunity.

For children in the Hub, or in the Forest School Area, there is an additional risk as they are away from the main school building and more exposed. Movement into the main building can be coordinated through the phone/walkie talkies. Children can then move into the school hall or other designated place of safety.

The safest places in the school are those with the least external windows, many of our classrooms have high windows which are not easily accessible. If you are in the Hub please move away from the main classroom into the corridor if appropriate.

*Please note: If we are aware of a particular target to the attack then this person(s) will be moved to away from the forest school or hub where possible.*

### **PARTIAL LOCKDOWN**

In a partial Lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc

### **FULL LOCKDOWN**

Follow the **SAFE** procedure. **SAFE – Staff Version**

| <b>SAFE – staff version</b> |                               |  |
|-----------------------------|-------------------------------|--|
| <b>S</b>                    | <b>S – Stay together</b>      | <ul style="list-style-type: none"> <li>• Check everyone is accounted for.</li> <li>• Use phones, walkie talkies, or email for communication. Do not send messengers.</li> <li>• Be mindful that walkie talkie messages may come through. Keep comms free for important updates.</li> </ul>   |
| <b>A</b>                    | <b>A – Always lock</b>        | <ul style="list-style-type: none"> <li>• Lock all doors and windows.</li> <li>• If locking corridor doors, ensure no pupils or staff are left outside.</li> </ul>  |
| <b>F</b>                    | <b>F – Find a quiet place</b> | <ul style="list-style-type: none"> <li>• Close blinds, turn off lights and screens.</li> <li>• Keep everyone out of sight.</li> <li>• <b>Remember: bullets travel through glass, wood, and plasterboard. Choose positions behind substantial brickwork or reinforced walls whenever possible.</b></li> <li>• Maintain access to a communication device if safe.</li> </ul> |
| <b>E</b>                    | <b>E – Everyone calm</b>      | <ul style="list-style-type: none"> <li>• Stay still and silent — do not draw attention.</li> <li>• Silence all mobile devices (including visitors’).</li> <li>• Staff are responsible for keeping pupils calm.</li> <li>• Be prepared to remain in lockdown for an extended period. Think practically about managing the time.</li> </ul>                                  |

| SAFE – Child-Friendly Version |                               |   |
|-------------------------------|-------------------------------|---|
| <b>S</b>                      | <b>S – Stay together</b>      | <ul style="list-style-type: none"> <li>• Make sure your class is all here.</li> <li>• Adults will use phones or radios if they need to talk to others.</li> </ul>   |
| <b>A</b>                      | <b>A – Always lock</b>        | <ul style="list-style-type: none"> <li>• The teacher will lock the doors and windows to keep everyone safe inside.</li> </ul>   |
| <b>F</b>                      | <b>F – Find a quiet place</b> | <ul style="list-style-type: none"> <li>• Close the blinds and turn off the lights.</li> <li>• Sit quietly where you can't be seen from the outside.</li> <li>• Stay where the teacher asks — it's the safest spot.</li> </ul> |
| <b>E</b>                      | <b>E – Everyone calm</b>      | <ul style="list-style-type: none"> <li>• Stay still and quiet.</li> <li>• Take deep breaths and listen to your teacher.</li> <li>• Stay calm together until it's safe again.</li> </ul>                                       |

Staff should remain in Lockdown until given the all clear by Headteacher or most senior staff member, in their absence. Please be aware this may come via a nominated member of staff e.g. the Office Admin.

After the Lockdown all children should return to their actual classes and a register should be taken immediately.

- Notify the Front Office immediately if any children are unaccounted for.

If it becomes necessary to evacuate the building this will be confirmed via the walkie talkies, or the phone system. In this event the Fire Alarm will ring.

***Please consider that a hostile person may initiate the Fire Alarm in order to facilitate getting persons out of the building, so ensure that you are also listening for messages from the walkie talkies, phones or emails to confirm alarm.***

#### **Responsibilities:**

|           |   |
|-----------|---|
| All staff | <ul style="list-style-type: none"> <li>• To ensure that all children and adults linked to their class are safe and accounted for.</li> <li>• To follow this policy using the CLOSE procedure.</li> <li>• To support the safety of the wider school through advising others and being proactive in keeping the whole school safe.</li> <li>• To use dynamic risk assessment at all times.</li> <li>• To check the doors to classrooms are locked.</li> <li>• To alert the Headteacher if they have identified any problem in executing this policy, or health and safety issue that will impede its implementation.</li> <li>• In the event of an air pollution or chemical, biological or radiological contaminants issue, use anything to hand to seal up all the cracks around</li> </ul> |
|-----------|---|

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|---|---|
|   | <p>doors and any vents into the room.</p> <ul style="list-style-type: none"> <li>Staff in the Hub to signal to classes outside <b>Everyone inside CLOSE procedure.</b></li> </ul>   |
| Office Staff                              | <ul style="list-style-type: none"> <li>To ensure front school doors are locked.</li> <li>To check the cloakroom and hall doors are locked.</li> <li>To move to a more secure location – e.g. the staffroom, toilet or office cupboard.</li> <li>To collect the emergency grab pack (in office cupboard).</li> <li>To notify parents via text of the situation if necessary – this includes telling them that the school phone lines will be unmanned and any changes to arrangements to collecting children.</li> </ul>   |
| Head Teacher                              | <ul style="list-style-type: none"> <li>To act as the Lockdown Manager.</li> <li>To ask the office staff to notify the school by contacting each class and back up via the phone system that there is a Lockdown.</li> <li>To coordinate the moving of pupils from vulnerable areas.</li> <li>To ensure the emergency services are called if necessary.</li> <li>To have the <b>school phone</b> and <b>iPad</b> with her at all times for communication purposes.</li> <li>To give all staff the all-clear at the end of the Lockdown.</li> <li>To carry out at least one Lockdown drill per term. Including one where some children are outside of the building.</li> <li>To send home explanation letters to parents following a Lockdown incident.</li> <li>To liaise with the County including dealing with any press interest following a Lockdown.</li> <li>In the event of an air pollution or chemical, biological or radiological contaminants issue, close or turn off air vents, fans, heating and air conditioning systems.</li> </ul> <p>To trigger the Fire Alarm should the building need to be evacuated.</p> |
| Safeguarding and Health & Safety Governor | <ul style="list-style-type: none"> <li>To ensure that there is a current Lockdown policy in place which is fit for purpose and that staff are aware of it.</li> <li>To review the school's actions following a Lockdown event to ensure that the</li> <li>policy was followed and that all persons were kept safe.</li> </ul>   |

### Visitors and parents on site:

If there are visitors or volunteers on site then they are the responsibility of the member of staff they are visiting. They must be informed of the **SAFE procedure** and should be given clear instructions by staff to keep themselves and others safe.

If a Lockdown occurs when there are a large number of parents or visitors on site (for example a Sports day) then these visitors should be shown to the hall and instantly be made aware of the **SAFE procedure.**

### Lockdown Drills:

Practices should take place at least once a term to ensure everyone knows exactly what to do in

such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

**SEND children and children with PEEPS:**

Any special arrangements needed for particular children in the event of a Lockdown, (e.g. alternate changing facilities or access to vital medication) will be considered via their PEEP (Personal Emergency Evacuation Plan). This will be shared with all relevant staff – including PPA providers and lunch staff.