



St. Margaret's C of E Primary School

Lockdown Policy and Procedures

Written: July 2022

Date for review: July 2025

Head Teacher's signature

A handwritten signature in blue ink, appearing to read 'JAHine'.

Chair of governor's signature

A handwritten signature in blue ink, appearing to be a stylized name.

'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, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- 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.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

'Lockdown' Alert

The nominated Lockdown Manager at the school is the Headteacher, Jill Hine or appropriate deputy Sam Winton; they will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

Lockdown Arrangements

Staff will be alerted by short continuous rings on the fire bell.

Immediate action

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should go to the resources area;
- All outside activity ceases, pupils and staff return to the building or exit the site and proceed to their classroom. SLT will alert staff outside to return to the building.
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate;
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager;
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'lockdown' will be via direct communication from the Lockdown Manager.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

Unsafe Areas

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- Toilets and staff room.

Communication with Parents and Carers

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's ParentMail, the below template may be used:

'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the 'lockdown'.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

Appendix 1 –Roles and Responsibilities

Lockdown Manager

This should be the Headteacher or a designated member of the senior leadership team. A deputy Lockdown Manager should be designated in case the Lockdown Manager is not on the school site at the time a lockdown is declared.

- Alert all staff and pupils of the need to 'lockdown' the school.
- For full 'lockdowns' this will be via **continuous short rings on the fire bell.**
- Inform emergency services immediately.
- Inform parents/carers via ParentMail
- Ensure communication networks with all key staff are established.

Classroom Based Staff

- Lock all external doors and windows
- If full lockdown secure all internal doors – lock or barricade
- Close and secure all windows
- Close all curtains or blinds
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows
- Ensure you have a means to communicate with the lockdown manager
- Take register and hold up red card

Office Based and Site Staff

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.

All other staff

- SLT to check all children and staff are in from outside
- SLT to check all rooms in school

Appendix 2 – Overview Sheet

St Margaret's CE Primary School

'Lockdown' Action

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom.

Initial response- Lockdown	tick/sign/time
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. All adults.	
Dial 999. Dial once for each emergency service that you require.	
Adult to take register for the class.	
Ensure people take action to increase protection from attack: <ul style="list-style-type: none">• Sit on the floor together• Keep out of sight• Draw curtains/blinds• Turn off lights• Stay away from windows and doors• Take register and hold up red card All adults are responsible for their own class.	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
SLT, if possible, check for missing / injured pupils, staff and visitors.	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Appendix 3 – Communication Flow Chart (schools own version)

Lockdown alert sounded	Sounded by member of staff
Inform emergency services	Office staff
SLT staff to check internally	SLT
Office staff to send Parentmail message (if appropriate)	Office staff

Appendix 4 – Sample letter to parents/carers

Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.