



# **Lockdown Policy**

## **VERSION: April 2025**

## **NEXT REVIEW: April 2028**

As part of our Safeguarding and Health and Safety policies and procedures the school has a Lockdown Policy.

### **What is lockdown?**

Dynamic lockdown is the ability to quickly restrict access to the site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

### **Why develop lockdown?**

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes.

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

### **Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately upon hearing the **Panic Alarm**.

### **Procedures:**

Follow the **CLOSE** procedure:

- ✓ **C**lose all windows and doors
  - ✓ **L**ock up
  - ✓ **O**ut of sight and minimise movement
  - ✓ **S**tay silent and avoid drawing attention
  - ✓ **E**ndure. Be aware you may be in lock down for some time
- 
- Sound Alert – activate lockdown procedures immediately.
  - Office Manager will contact the police using a cordless phone.
  - Office staff are to make sure the front entrance door is locked. SLT/caretaker will ensure other external doors are locked.
  - Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen away from the door and make sure all outside doors are locked.

- The signal of the siren, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible via the nearest door or go straight back to class if in the toilets/open areas etc.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in their classrooms. Staff will ensure windows, blinds (if available) and doors are closed. The children need to be positioned on the floor away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Laptops are to be kept on to access emails. Any mobile phones should be kept on silent. Wherever possible, use silent communication to keep noise to a minimum.
- SLT will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- Once the police are called the School Office will hand out the registers. A roll call will be taken using the fire registers once in lockdown positions.
- SLT, Office Staff and Caretaker will ensure all outside doors are secure and then base themselves in the corridors by the offices.
- Other staff, visitors etc. should base themselves in the nearest room.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL DURING LOCK DOWN.**

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by SLT that there is an all clear. This will take place by a verbal 'all clear' message from the SLT or Business Manager

#### **Staff Roles**

- School Office Staff ensure that the front entrance door is locked and police called if necessary.
- Headteacher/SLT to shut and lock any external doors that can be opened from outside and shut the inside office door.
- Catering staff to lock the kitchen and hall door and remain in the kitchen.
- Teachers/LSAs lock or close the classroom doors and windows. Nearest adult to check exit doors in departments are locked.
- Staff or children in the hall taken to the classroom
- All other staff/visitors head to the nearest classroom.

### **STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**

- **Communication with parents**
- If necessary parents will be notified as soon as it is practical to do so via text Parents will be told:
- **The school is in full lockdown situation. The switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.**
- 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 lock down.
- 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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- 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 on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Invacuation drills**

Lock down practices will take place at least once a year with staff 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. (Children will not be asked to hide during practices)

## **Appendix 2: Stay Safe Principles**

### **Firearms and weapons attack**

'Stay Safe' principles (**Run Hide Tell**) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### **Run**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### **Hide**

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

#### **Tell**

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

#### **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

#### **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

#### **You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? E.g. Emergency Evacuation Plan/Business Continuity Plan.