



# Transform Trust

# Lockdown Procedures

Policy Number	Author	Publication Date	Review Cycle
203	Operational Safeguarding Lead	V2 September 2022	Bi-annual

## FULL LOCKDOWN PROCEDURE

### Introduction

Schools are not required by law to have lockdown procedures in place; however, school leaders should seriously consider developing and practising lockdown procedures so that they can be implemented should a situation where a lockdown is necessary arise.

Implementing a full lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown.

This template outlines the procedure that schools could follow when implementing a full lockdown of the school site; however, schools should cater this procedure to their specific needs.

### Adaptations and provision

For the purposes of this procedure, pupils in most circumstances would instigate a lockdown in the classroom most reflective of their provision and needs. In circumstances where pupils require support with moving to a safe place, measures will be taken by SLT to direct staff safely and suitably to support this movement. Staff will continue to communicate via instant messaging. Staff **are** permitted to take their personal mobile phone to the field for the purposes of maintaining communication.

### FULL LOCKDOWN PROCEDURE

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	<b>Headteacher</b>
Liaison with parents	<b>Office staff</b>
Pupil control	<b>Teachers</b>

Signals	
Full lockdown signal	<b>An automated announcement on Alexa 'There are others in the camp'</b>
All-clear signal	<b>All clear</b>
Evacuation signal	<b>Fire Alarm sounds</b>
Panic Switches	<b>Located in designated locations in school to trigger an emergency response</b>

Other arrangements	
'Safe areas'	<b>Classrooms and/or hall</b>
Outdoor safe area if deemed safe	<b>Designated area of top playground</b>
Communication arrangements	<b>Microsoft Teams instant chat Alexa devices Two-way radio Mobile phones Instant messaging/email</b>

Full lockdown procedure	
Initial implementation	✓
The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• An intruder on the school site</li> <li>• A major fire in the vicinity of the school</li> <li>• The close proximity of a dangerous dog, or other animal, roaming loose</li> </ul>	
The <b>headteacher or most senior SLT on-site</b> makes the decision to implement the full lockdown procedure.	
A full lockdown signal is given <b>via Alexa</b> .	
Staff use <b>two-way radios</b> or <b>iPad instant messaging</b> or <b>mobile phones</b> to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented.	
The <b>site manager</b> is contacted to ensure they are aware of the implementation of the full lockdown.	
The <b>headteacher</b> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate action	✓
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area.	
The <b>headteacher</b> and <b>available leaders/site manager</b> check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the <b>headteacher</b> or emergency services.	
The <b>headteacher</b> and <b>available leaders/site manager</b> check all external doors and windows are locked.	
All internal doors to safe areas are locked and any windows on doors are covered.	
Access points to safe areas are blocked off by moving furniture to obstruct doorways.	
Lights in all safe areas are turned off.	
<b>Classroom teachers</b> or <b>phase leaders</b> conduct a register or headcount. Staff notify the <b>headteacher</b> if any pupils, members of staff or visitors are not accounted for via <b>two-way radio</b> or <b>Teams instant messaging</b> or <b>mobile</b>	

<p><b>phone</b>, and an immediate search is instigated where appropriate and if it is safe to do so.</p>	
<p>Verbal communication via radios or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.</p>	
<p>Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight and in designated areas, identified areas in each building or provision.</p>	
<p>All staff, pupils and visitors remain in their safe area unless otherwise stated by the <b>headteacher</b> or emergency services.</p>	
<p>All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.</p>	
<p>Pupils and visitors are kept calm during the lockdown.</p>	
<p>No pupil is released to their parents during the lockdown.</p>	
<p>The <b>office staff</b> answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place to be implemented on the school office phone.</p>	
<p>The <b>headteacher</b> keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.</p>	
<p>If it is necessary to evacuate the building, the evacuation signal is sounded.</p>	
<p>The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.</p>	
<p style="text-align: center;"><b>Further action after the lockdown</b></p>	✓
<p>Parents are fully informed of the incident via letter.</p>	
<p>The <b>senior leadership team</b> reviews the full lockdown procedure for its effectiveness and make changes as necessary.</p>	

## PARTIAL LOCKDOWN PROCEDURE

### Introduction

Schools are not required by law to have lockdown procedures in place; however, schools should seriously consider developing plans that are practised so that they can be implemented should a situation where lockdown is necessary arise.

In some cases, a full lockdown of the school premises would not be necessary and a partial lockdown would be more appropriate, e.g. where there has been an incident that has the potential to pose a risk to the school but there is no immediate threat.

Partial lockdown is a precautionary measure which aims to keep pupils and staff safe whilst retaining a degree of normality, and puts the school in a state of readiness, should a full lockdown need to be implemented.

This template outlines the procedure that schools could follow when initiating a partial lockdown of the school site; however, schools should cater this procedure to their specific needs.

### PARTIAL LOCKDOWN PROCEDURE

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	Headteacher
Liaison with parents	Office staff
Pupil control	Teachers

Signals	
Full lockdown signal	<b>An automated announcement on Alexa 'There are others in the camp'</b>
All-clear signal	<b>All clear</b>
Evacuation signal	<b>Fire Alarm sounds</b>
Panic Switches	<b>Located in designated locations in school to trigger an emergency response</b>

Other arrangements	
'Safe areas'	<b>Classrooms and/or hall</b>
Outdoor safe area if deemed safe	<b>Designated area of top playground</b>
Communication arrangements	<b>Microsoft Teams instant chat Alexa devices Two-way radio Mobile phones Instant messaging/email</b>

Partial lockdown procedure	
Initial implementation	✓
The school is made aware of an incident that requires partial lockdown procedure to be implemented. Types of incidents that warrant partial lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• A local risk of air pollution</li> <li>• A civil disturbance in the local community with the potential to pose a risk to the school</li> </ul>	
The <b>headteacher or most senior SLT on-site</b> makes the decision to implement the full lockdown procedure.	
A partial lockdown signal is given.	
Staff use <b>two-way radios</b> or <b>mobile phones</b> or <b>iPad instant messaging</b> to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented.	
The <b>site manager</b> is contacted to ensure they are aware of the implementation of the partial lockdown.	
The <b>headteacher</b> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate action	✓
All outdoor activity is ceased immediately; pupils, staff and visitors to return inside the school building and staff to ensure doors are secure.	
<b>Headteacher</b> and <b>available leaders/site manager</b> check outdoor areas and ensure all staff, pupils and visitors are inside the school building.	
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the <b>headteacher</b> or emergency services.	
<b>Headteacher</b> and <b>available leaders/site manager</b> check all external doors and windows are locked.	
If the incident or potential threat involves an explosion, all windows blinds or curtains are closed.	
In the event of an air pollution issue, all air vents are closed by the <b>site manager</b> .	
Pupils return to their classrooms or other assembly points.	
<b>Classroom staff</b> or <b>phase leaders</b> conduct a register or headcount. Staff notify the <b>headteacher</b> immediately if any pupils, members of staff or visitors are not accounted for via <b>two-way radio</b> or <b>mobile phone</b> or <b>iPad instant messaging</b> , and an immediate search is instigated where appropriate.	

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the <b>headteacher</b> or emergency services.	
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight and in designated areas, identified areas in each building or provision.	
Pupils and visitors are kept calm during the lockdown.	
Pupils are not released to their parents during the lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.	
<b>Office staff</b> answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.	
The <b>headteacher</b> keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded.	
<b>Further action after the lockdown</b>	✓
Parents are fully informed of the incident via letter.	
<b>Senior leadership team</b> review the partial lockdown procedure for its effectiveness and make changes as necessary.	



## LOCKDOWN PROCEDURES

**'Lockdown' means locking the doors and windows to keep people safe inside a building**

1. When a lockdown is signalled stay, in your classroom.
2. If you are on the playground, in the toilets, hall or corridor return to the nearest classroom.
3. Remain calm and do not stop or go back for your belongings.
4. Stay in your classroom – you may be told to sit on the floor, underneath a table or against a wall
5. Do not sit near any doors or windows
6. Remain silent.
7. Make sure you know where your nearest exit is.
8. Listen carefully and follow instructions from members of staff.
9. Do not leave the classroom until a member of staff says it is ok.

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## LOCKDOWN PROCEDURES

1. Signal the lockdown procedure by [insert coded signal i.e. 3 rings of the school bell].
2. **As soon as the alarm has been raised, inform the emergency services. If possible alert the Trust at this point**
3. Use Mobile phones to communicate with staff members
4. **Keep pupils in their classroom or guide them to the nearest room.**
5. Ensure the hall, toilets, corridors and playgrounds are all cleared of all pupils, staff and visitors.
6. **Notify the school office of any pupils, staff or visitors unaccounted for.**
7. Once everyone is inside, lock all doors and windows.
8. **Make everyone aware of their nearest exit point.**
9. Increase protection by blocking off any access points, drawing blinds, turning off lights and ensuring everyone is away from windows and doors.
10. **Stay inside until the "all clear" signal has been given by an authorised person such as Headteacher or the Emergency Services.**
11. Notify parents of the lockdown as soon as it is practical and safe to do so.

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## Monitoring and Review of this Guidance

These procedures may be amended at any time to take account of changes in legislation. The normal cycle of review will be bi-annual.

This procedure was introduced in February 2024 and will be reviewed in July 2025. In the event of a lockdown being needed before this date, lessons learned and a review will take place following a lockdown.

A Lockdown Drill will be performed and outcomes reviewed which may necessitate amendments to this policy before its next formal review. Governors will continue to be kept aware of any changes and reviews.