



## LOCKDOWN POLICY & PROCEDURE

(Working document applicable from 01.04.2026)

Responsible: Governing Body

Agreed:

To be reviewed: (or earlier if legislation changes)

Reviewed: This policy will be reviewed annually by the Headteacher and Governing Body, or sooner in response to new guidance or after any incident or drill.

### CURRENT LOCKDOWN SIGNALS:

- **5 SHORT WHISTLE BLASTS (WHERE SAFE AND APPROPRIATE). A STAFF MEMBER IN EACH LOCATION IS TO REPEAT THE SIGNAL TO ENSURE IT IS HEARD AROUND SCHOOL AND OUTSIDE.**
- **INTERNAL PHONE SYSTEM**

### 1. Purpose

This policy sets out the arrangements for initiating and managing a lockdown at St. Peter & St. Paul CE Primary School. While the likelihood of a lockdown situation is low, it is essential that staff, children and visitors are prepared to respond quickly and effectively to minimise risk and keep everyone as safe as possible.

A lockdown is used to delay or deter a threat from reaching people inside the building and to reduce the risk of people being seen or heard.

### 2. Situations Where Lockdown May Be Required

A lockdown may be required due to a serious risk on or near the school site, including but not limited to: an intruder or suspicious person on or near the school site; a serious incident in the local area; a nearby hazard such as smoke, gas or chemical spill; or a dangerous animal in close proximity to the school.

### 3. Types of Lockdown and Decision-Making

The Headteacher will normally decide whether a lockdown is necessary and the type of lockdown to be used. If the Headteacher is not available, the Deputy Headteacher will make the decision. If neither is available, a member of the Senior Leadership Team (SLT) will make the decision based on the information available at the time.

Partial Lockdown (Precautionary): Used when there is a risk nearby but no direct threat to the building. Children and staff return indoors immediately. External doors and windows are secured. Limited movement within the building may continue if directed by the Incident Lead.

Full Lockdown (Direct Threat): Used when there is a direct threat to the school. Children and staff remain in classrooms or the nearest safe room. External doors are locked and internal doors secured where possible. Children and adults position themselves out of sight and away from windows and door glass. Rooms are kept calm, quiet and low-profile.

#### **4. Lockdown Alert**

Whistle Alert: Five short whistle blasts. This signal should be repeated by staff in different areas to ensure it is heard around the school and outside only where it is safe and appropriate to do so. If using the whistle could increase risk, it should not be used.

Internal Phones: The school internal phone system will be used to raise and confirm a lockdown. From June, the all-call facility will allow the office or Incident Lead to dial all internal phones at once and will be the preferred alert method.

The library does not have an internal phone; nearby staff should ensure the area is alerted if this can be done safely.

#### **5. Immediate Actions During Lockdown**

If outdoors: Bring children inside immediately and move to the nearest safe room if returning to your classroom would place you at risk.

If indoors: Lock the door if possible, close windows and blinds or curtains, switch lights off or dim where appropriate, move everyone out of sight and away from windows and door glass, and keep the room calm and quiet.

Phones should be on silent (not vibrate). Staff should keep phones available for essential instructions. Children must not use phones or devices.

Doors must not be opened during lockdown unless the official all clear is given or police instruction is received.

For airborne hazards (smoke/gas): close doors and windows firmly, seal gaps where practical and turn off ventilation, heating and fans where possible.

#### **6. Roles and Responsibilities**

Incident Lead (Lockdown Manager): Headteacher, or Deputy Headteacher, or an SLT member in their absence. Responsible for initiating and ending lockdown, liaising with emergency services, coordinating information and authorising parental communication.

Office Staff: Secure the reception area where safe, manage internal communications, maintain awareness of visitors and support the Incident Lead.

Teachers and Support Staff: Secure rooms, supervise and reassure children, maintain calm and report room status when safe.

#### **7. Office Hatch and Reception Vulnerability**

The office hatch and window are recognised as a vulnerable point. Where safe, the lockable shutter should be closed immediately and staff should move away from the hatch and window area.

If the office area becomes unsafe, office staff and the Headteacher should retreat beyond the hall doors. Doors should be locked behind them, including the security door, if this can be done safely. Staff must not take risks to lock doors if doing so would put them in danger.

#### **8. Communication During Lockdown**

Once rooms are secure and calm, staff should report their status to the office or Incident Lead using the internal phone system. This should include room/location, number of children and adults present, anyone missing, and any urgent concerns. Staff should not contact the office unless urgent.

Emergency services will be contacted by the Incident Lead or delegated staff. Staff should not assume this has happened if they have direct knowledge of an immediate threat and cannot reach the office.

#### **9. Visitors**

Any visitors on site will be directed to the nearest safe space and included in lockdown arrangements.

#### **10. Supporting Children with Additional Needs**

Staff will take reasonable steps to support children who may find lockdown procedures distressing, using calm reassurance and simple adjustments such as dimming lights rather than full darkness where this does not increase risk.

#### **11. Ending Lockdown – All Clear**

Lockdown will only end when confirmed by the Headteacher, Deputy Headteacher, an SLT member in their absence, or the police.

The agreed all clear phrase is: 'The lockdown has ended. It is now safe to resume normal routines.'

Doors must remain locked until the all clear is clearly received and understood.

#### **12. Training and Review**

Lockdown procedures will be reviewed with staff at least annually. Any practice involving children will be carefully planned and communicated sensitively. A short review will follow any lockdown practice or incident.

## **LOCKDOWN – QUICK REFERENCE**

### **LOCKDOWN ACTIVATED**

- Whistle: 5 short whistle blasts (only where safe)
  - Internal phone call or all-call

### **IMMEDIATE ACTIONS**

- Bring everyone inside if outdoors
- Lock doors, close windows and blinds
  - Lights off or dim
- Move out of sight and stay quiet

### **PHONES**

- Staff phones on silent (not vibrate)
  - Children do not use phones

### **DO NOT**

- Do not open the door
- Do not contact the office unless urgent

### **OFFICE RISK**

- Close and lock shutter if safe
- If unsafe, retreat beyond hall doors and lock doors behind if safe

### **REPORT WHEN SAFE**

- Room/location
- Numbers present
- Anyone missing
- Urgent concerns

### **ALL CLEAR**

- Only from Headteacher / Deputy / SLT / Police
- Phrase: 'The lockdown has ended. It is now safe to resume normal routines.'