



Lockdown Policy and Procedure

Lockdown Procedure

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2026
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K Peters</i>
Policy Review Period	12 months
Date of Policy Review	February 2027

Version Control

Version	Date Approved	Changes	Reason for Alterations
Initial	Jan 2025	P5 and 6: The use of walkie talkies was amended to mobile phones. P7: Added Invacuation Procedure	Change/additions to procedures

Lockdown Procedure

Lockdown Policy and Procedures

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 is not able to 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 is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedure for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate. (Internal school phones will need to dial 9 for an outside line and then 999).

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Notification of Lockdown

Staff will be notified that lock down procedures are to be implemented immediately by the sound of Lockdown Alarm. This is a different signal than our fire alarm. The internal sound system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'.

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Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playground. Upon entry to the building these staff and children should lockdown in the nearest classroom upon entry, as quickly as possible.
2. Children will remain in the room that they are in and the staff will ensure that the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors must be turned off.
3. Staff are to check for any missing or injured pupils and communicate this by mobile phone. (Staff fire marshals will sweep areas for lone children and check all exits are closed e.g. who may have visited the toilet or gone to change a book) and move to the nearest safest area and report this to all.
4. Any staff that are out of the classroom should then proceed to the nearest safe area/classroom and remain with that class and class teacher e.g. if in staff room.
5. If practicable staff should notify the front office by mobile phone that they have entered lock down and report any children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL UNNECESSARILY

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed of all clear by a member of the Senior Leadership Team.
8. As soon as possible after the lockdown, teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.
9. Communication to other staff will be made via mobile phones.

Lockdown Procedure

See Appendix A for Lockdown Flowchart - School

See Appendix B for Lockdown Flowchart - The Valiant School

Staff Roles:

1. Front office staff ensure that their office is locked and police called. Dial 99 for an outside line then 999.
2. Site manager to await instructions from SLT via mobile phone.
3. Staff in rooms close classroom door(s) and windows.
4. Catering Staff to lock down in kitchen and to lock the door to the kitchen and turn off lights and mains energy values.

Educational Visits

Staff who are out on educational visits will be contacted via mobile phone to let them know the school is on lockdown and not to return until safe to do so. If the school is still on lockdown when staff return from the visit they must go to Jackfield Infants and remain there until given all clear that the school is safe.

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the schools established communication network – Teachers2Parents text/website/telephone.

“The school is in lockdown, please do not call or visit the school until further notice.”

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.

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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 by 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

In some circumstances a full lockdown is not required.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

In cases like these teachers will be asked verbally to keep the children inside and continue lessons as normal until the problem is resolved.

Lockdown Drills

Lockdown practices will take place a minimum of once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed so that improvements can be made.

Community Centre

The community centre will follow the same lockdown drill as shown in Appendix 2. Staff are to communicate with the main school via telephone communication – landline 01782 234445 (Valiant School) and/or mobile phones.

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Review

This policy and procedures will be reviewed annually as a part of the Emergency Contingency Plan and Health and Safety Policy.

Approved by governors: _____

Signed: Mrs L Wright (Headteacher)

Date: 9.1.26

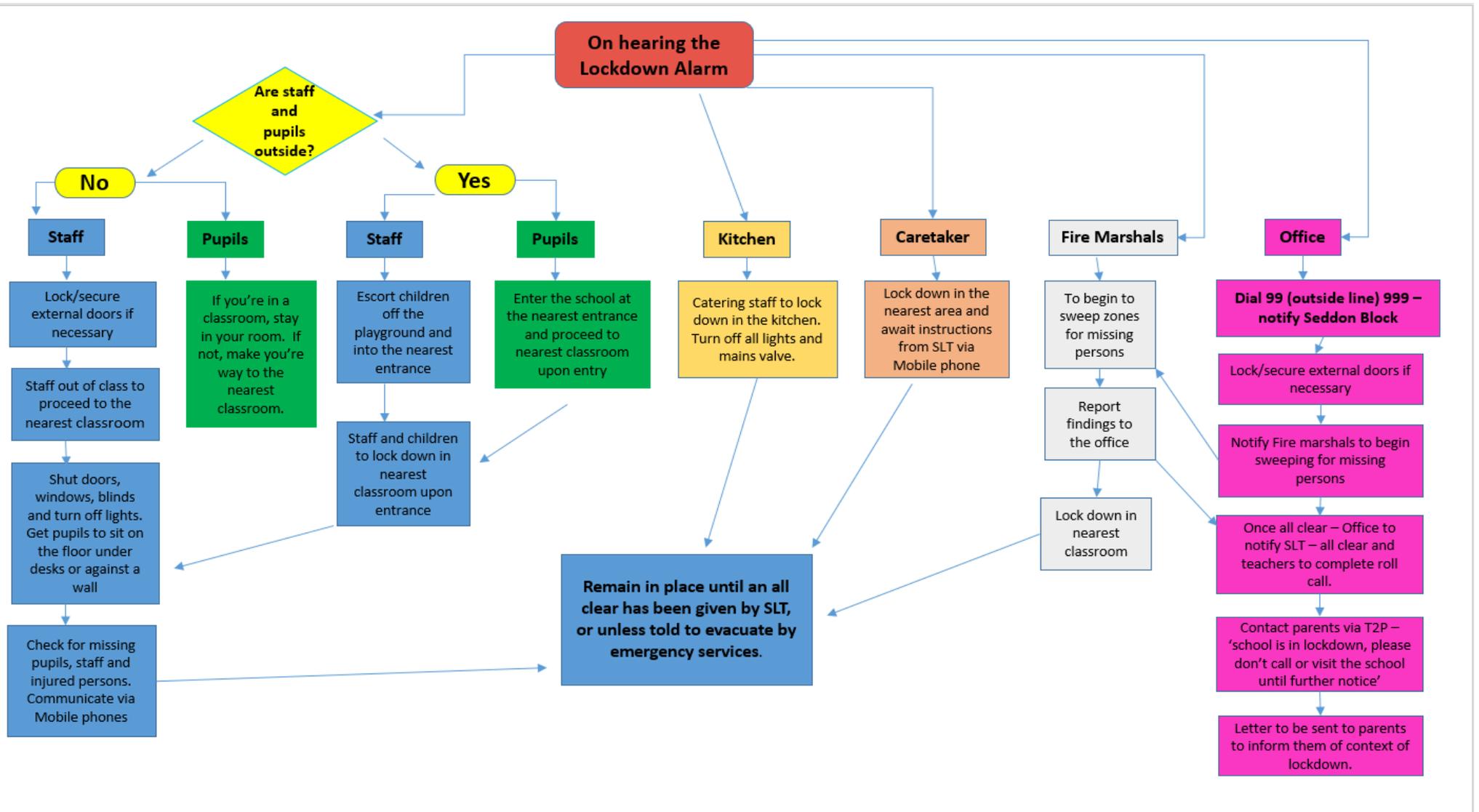
Signed: Mr J Lovatt (Chair of Governors)

Date:

To be reviewed: Jan 27

Lockdown Procedure

Appendix 1- School



Lockdown Procedure

Appendix 2 – Valiant School

