



School Lockdown Policy

Last Reviewed: September 2021
Next Review Due: September 2022
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Procedures in the Event of a School 'Lockdown'

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 and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

- Staff will be alerted to the activation of the plan through a recognised signal, audible throughout the school – 5 clear rings of the bell.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via mobile phone and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via mobile phone contact.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).