



# Lockdown Procedures

| Version | Date           | Author(s) | Changes     |
|---------|----------------|-----------|-------------|
| 2       | 27/6/2024      | S Corry   | Front cover |
| 3       | September 2026 | S Corry   | Names       |

Policy information:

|                              |                  |
|------------------------------|------------------|
| <b>Date of ratification:</b> | September 2026   |
| <b>Ratified by:</b>          | School           |
| <b>Review frequency:</b>     | Two Years        |
| <b>Next review due:</b>      | September 2027   |
| <b>Source:</b>               | School           |
| <b>Type of policy:</b>       | non-statutory    |
| <b>Target audience</b>       | Staff and pupils |

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact with.

## **Procedure**

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.

Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.

Communication is a key aspect in these situations all emergency numbers are close to hand (preferably inputted into mobile phones already). At the Dasset all staff are members of a WHATSAPP group that they have agreed to.

The Reception Staff will probably be the first to hear about an emergency and will pass information, immediately, to the HT.

The HT Miss Corry or Mr Hackett or Administrator Mrs Boyle will sound the **LOCKDOWN ALARM with a continuous hand bell.**

### **Threats to Consider for LOCKDOWN:**

- Intruder –lockdown inside
- Firearms and weapon attacks –lockdown inside
- Hostage situations –lockdown inside
- Severe weather – lockdown inside
- Bomb Threat – in the community but not in school - lockdown inside
- Bomb Threat – school - evacuation

### **ALWAYS:**

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

## **Internal Lockdown Procedures.**

### **Severe weather**

During severe weather conditions, such as flooding or snow, we should keep our school open for as many children as possible. However, it might be necessary to close temporarily due to inaccessibility or risk of injury. We will do all we can to reopen as soon as possible.

If flooding has significantly affected our school or early years setting, we will [contact DFE incident alert team. incident.alert@education.gsi.gov.uk](mailto:incident.alert@education.gsi.gov.uk)

If the weather outside is deemed to be dangerous for staff and pupils the staff on duty will usually make a professional call to bring pupils inside. However, if the HT or member of SLT deems that the

children should be inside she will use the Red Triangle (please bring all children inside) to call all children and staff inside. We don't use the bell for weather issues.

#### **Staff absence due to emergency weather**

If some of your teachers can't get to work, we will:

- bring together groups and classes with teachers and support staff working together
- use other school staff or volunteers to provide cover supervision or oversee alternative activities
- re-arrange the curriculum when necessary
- Call on local supply teachers

Reception and other infant classes (children aged 5, 6 or 7) should normally be groups of 30 or fewer, but having more than 30 in one class due to temporary exceptional circumstances is not a reason to close the school or the class.

#### **Partial Lockdown – this is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.**

May be as a result of:

- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.
- A possible nearby threat received by the school, WCC, local MOD, media etc.
- A warning being received regarding the risk of air pollution

NB: - In the event of air pollution, air vents/windows should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

#### **Immediate Action:**

- Contact the Emergency Services if necessary
- All outside activity to cease immediately, pupils and staff return to building.  
Method of communication needs to be followed and arranged so staff members can be alerted during break times. Red triangle procedure used to let staff know the need to return to classrooms or inside building. Admin/HT send LOCKDOWN triangle if quiet response is required. Otherwise hand bell to be used to alert all staff.
- All staff and pupils to remain in the building with external doors and windows locked.
- Internal doors may be locked as necessary.
- Depending on circumstances, free movement within the building may be permitted.
- Blinds may be pulled down and children and staff may hide themselves in the classroom if the teacher deems this necessary.

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

**Full Lockdown – *this signifies an immediate threat to the school and may be an escalation of a partial lockdown.***

**Immediate action:**

- Contact the Emergency Services if necessary
- HAND BELL sounds alarm ( HT/Admin)
- All pupils return to base classroom (pupils not to remain in hall as this is not lockable)
- External doors should be locked with thumb turns
- Classroom doors should be locked (keys are found hanging by classroom doors), windows locked, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people.
- Register taken – the office will contact each class via sims/email in turn for an attendance report.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building - although staff should be mindful that the fire alarm may have been activated by the intruder. HT and office staff can see board from offices.

During lockdown, staff will keep agreed lines of communication open via computers.

**Bomb Threat – *upon receiving a message that a bomb may threaten school.***

**Immediate Action:**

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Headteacher/most senior member of staff
- Headteacher/most senior member of staff orders evacuation of all persons inside the building(s)
- Headteacher/most senior member of staff notifies police (call 999)

**Evacuation Procedures:**

- Headteacher/most senior member of staff warns students and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
  - o Students and staff must be evacuated to a safe distance outside of school building(s)
  - o Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher/most senior member of staff notifies students and staff of termination of emergency.

- If pupils are being educated outside of classroom – Hall, Forest school, outdoors, small/big workrooms, intervention room, and library.
- Immediate Action:
  - Evacuate the areas in line with the fire drill instructions
  - Make sure that pupils are supervised as closely as possible

### **Further Information**

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – ‘Run, Hide, Tell’](#) and [Emergency Planning and Response](#).

<http://www.whatif-guidance.org/>

### Appendix 1

#### **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 cannot 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 and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

## **TELL**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- 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

Appendix 2

Run, Tell, Hide Leaflet – See office

## **RUN**



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

## **HIDE**



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

## **TELL**



Tell the police by calling 999.