



Lockdown Procedure

Summer 2026



Lockdown Procedure

Context

Lockdown procedures are a sensible and proportionate response to any external or internal threat to the safety of staff or pupils at the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already).

Note: that any mobile phones containing staff personal contact details should be password protected and encrypted to protect data in accordance with the General Data Protection regulations (please refer to the Bring Your Own Device Policy)

Aspects considered:

- Bomb threats
- Search planning
- Evacuation/invacuation planning
- Guidance for firearms and weapon attacks
- Staff awareness and security culture
- Preparedness
- Physical security
- Mail handling
- Hostage situations

ALWAYS:

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

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).
- A threat received by the school. ECC, media etc
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
 - In the event of air pollution, air vents 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 treat.

Lockdown Procedure

The school's lockdown Procedure is as follows:

Immediate Action – On identifying a threat:

1. School Office to contact the Emergency Service if necessary.
2. Staff will be alerted to the signal for lockdown **with**
 - a. Teams message marked urgent (class neighbours ensure this has been seen)
 - b. member of staff to go to all classes
 - c.

St Alban's	St Luke's	St John Fisher
a continual ringing of the school's hand bell - Preschool/EYFS to be notified by the school office via internal telephone.	Lockdown siren will be initiated- this is intermittent siren from the fire bell.	a continual ringing of the school's hand bell -

3. All outside activity to cease immediately, pupils and staff to return to the school building as quickly as possible. (Outside staff will be informed by a senior member of staff.)
4. All pupils return to their classrooms (unless advised otherwise).
5. Those inside the school should return to or remain in their classrooms; adults need to check corridors and toilets for pupils or adults.
6. All external doors are locked, windows closed, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people.
(Depending on the circumstances, internal classroom doors must also be closed/barred).
7. Register taken: Staff will report pupil attendance numbers immediately on TEAMS, the school TEAM, under General. Written simply "Year X all children present" Or @ (the head of schools name) "Year x Childs Name Missing" with last known location, (ie toilet). The Office and leadership will instigate an immediate search for anyone missing. – the office will contact each class in turn for an attendance report via TEAMS.
8. Staff will encourage the pupils to keep calm and will endeavour to maintain a calm atmosphere for the children.
9. Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. It is not appropriate to response to others 'passing the message on'. (This will initially be communicated on TEAMS)
10. If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place – This alarm will be verified via TEAMS.
11. **All Clear** - Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff and everyone will be told the situation is under control and the class can resume activities as normal.

Bomb Threat – upon receiving a message that a bomb has been planted in school.

1. Immediate Action:
2. 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
3. Listen closely to caller's voice and speech patterns and to noises in the background
4. Notify the Head Teacher/most senior member of staff

5. Head Teacher/most senior member of staff orders evacuation of all persons inside the building(s)
6. Head Teacher/most senior member of staff notifies police (call 999)

Evacuation Procedures:

- Head Teacher/most senior member of staff (without mentioning "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
- Head Teacher/most senior member of staff notifies students and staff of termination of emergency.

Communication Internally and Externally

During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communications. TEAMS will only be used to send messages as outlined above.

It is important to keep lines of communication open with **Emergency Services** as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Head Teacher with regarding the timing of communication to parents.

Parents will be notified as soon as it is practicable via email and the website (only when appropriate via guidance from Emergency Services).

Pupils will not be released to parents during a lockdown.

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.**

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services.

This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Nursery will follow the same procedures as school. The all clear will be given by a senior member of the school staff as below.

Lockdown Drill

(Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.)

1. **SLT/Site Manager/Office Staff** to instigate the alarm bell.
2. **Senior Leader will** - time from start to clearance of hall and corridors/toilets and outside areas – They will note the time that it takes for all classes to be contained and in full Lockdown.