

# Baden Powell Primary School



Policy: Lockdown

Approval Date: 18 September 2025

Signed: Stuart Foxon Chair of Governors

Signed: [Signature] Headteacher





# Lockdown Policy and Procedures

## Rationale

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk.

In communicating this procedure to staff it is important to stress that it is very unlikely that our school will ever need to implement a real lockdown. It is, however, important to have arrangements in place to deal with such a situation.

When the 'drills' are undertaken, these will be conducted in a controlled and proportionate manner in order to reduce undue stress and/or panic.

## Lockdown Procedures

As part of our planning for responding to Critical Incidences or emergencies, **BADEN POWELL** has a set of procedures for lockdown. Lockdown procedures are a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of staff and children in the school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations. Examples of these include:

- A reported incident or disturbance in the local community;
- Near-by chemical spillage;
- Serious weather conditions;
- Attempted access by unauthorised persons intent in causing harm/damage;
- An intruder already on the school site;
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming.

### Signals

The signal for a lockdown must be clearly distinguishable from that of an evacuation. Any confusion may result in students and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

#### **Notification of Lockdown:**

Staff will be notified lockdown procedures are to immediately take place by the following signals:

<b>Signal for lockdown</b>	Tannoy phone system – press tannoy to notify all classrooms. Staff on playground duty will have a whistle to alert others to walk back into the school building promptly.
<b>Signal for all-clear</b>	Tannoy phone system

## Procedures:

These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

### Lockdown Procedure –

**Most senior member of SLT will take charge when first alerted to the incident and will:-**

Sound the alarm signal for lockdown,  
Dial 999 and ask for each emergency service required,  
Contact the Silver Officer Tel: 029 2087 2998 (24 hours a day/ 7 days a week)  
Contact staff via the internal **phone system & WhatsApp group** to ensure they take action to increase protection if deemed necessary.

These signals activate a process of children being ushered into the school building if intruder or safety risk is within the school grounds.

### Teachers, Pupils & Staff

1. When an incident requiring lockdown presents itself, SLT will instruct a member/s of staff via internal tannoy announcement to start lockdown.
2. Upon hearing these signals, pupils must be ushered inside the school building from the playgrounds as quickly as possible. Staff to use their whistles to promptly gain the attention of pupils. If safe to do so a member of staff should quickly sweep the playground to ensure all pupils have been moved indoors.
3. Pupils should be led into their classrooms or nearest safe place if they are not near their classrooms i.e the hall.
4. Class teachers are to stay with their class, teaching assistants and support staff are to sweep the circulation spaces/corridors to ensure all pupils and visitors are in a classroom.
5. All windows/doors in corridors should be closed and all exterior/garden doors should be locked by Estates/Admin staff.
6. Following checks to ensure the building is secure, all staff should return to their classroom or the nearest safe classroom.
7. Staff and children are to remain in the room they are in. Staff will ensure that all windows and doors in the room are secured where possible. Pupils are to be positioned away from sightlines such as doors and windows. All lights, smart boards and computer monitors are to be turned off. Blinds and/or curtains should be closed where possible. External classroom doors are to be locked/secured.

	<p>8. Children or staff not in class for any reason, e.g. pupils using the toilets when the alarm is raised, should be led to their class their classroom where practical, or their nearest occupied classroom and remain with that class and class teacher.</p> <p>9. Administration staff will lock the main entrance door and ensure the magnetically locked doors are secured.</p> <p>10. SLT will ensure all visitors are informed via internal telephone system and they are kept in their nearest safe room.</p> <p>11. Kitchen staff are informed via telephone &amp; are responsible for ensuring the kitchen windows and external door are closed and secured.</p> <p>12. A register of those present in the classroom (including staff and visitors) should be taken, and if practicable administration staff should contact each class via internal telephone/mobile phones to ensure those usually present in the class are accounted for. The teacher should inform administration staff of any additional or missing people. Administration staff should contact each classroom teacher to obtain these figures rather than the staff calling them.</p> <p>13. SLT will check for any missing pupils.</p> <p>14. Staff make sure they are aware of the nearest exit point in case an intruder does manage to gain access.</p> <p style="text-align: center;"><b>NO ONE SHOULD MOVE ABOUT THE SCHOOL</b></p> <p>15. All staff are to support children in keeping calm and quiet.</p> <p>16. Everybody to remain in lockdown positions until informed by the Headteacher or a member of SLT or unless told to evacuate by the emergency services.</p>
<p><b>Staff Roles</b></p>	<p><b>Headteacher / Deputy-</b> takes control of the lockdown procedure and undertakes roles as required &amp; indicates when lockdown has ended.</p> <p><b>SLT</b> ensures that the appropriate emergency service/LEA Silver Officer is called and updated.</p> <p><b>Admin staff</b> locks the front reception and holding area doors.</p> <p><b>Admin staff</b> checks that pupils are accounted for <b>via internal telephone.</b></p> <p><b>Admin staff</b> informs parents via the text alert system.</p> <p><b>Class Teachers</b> close classroom doors, external doors and windows, ensuring children keep out of sight. If needed they are to block access</p>

	<p>points, draw curtains/blinds and turn off the lights. They must encourage students to stay calm. Class teachers must also take a register of all persons present in the classroom.</p> <p><b>Teaching assistants/support staff</b> sweep the corridors and toilets to ensure pupils are accounted for, whilst closing all doors and windows.</p> <p><b>Kitchen staff</b> ensure that the windows and external door to the kitchen are closed and secured.</p>
<b>Internal Communication Arrangements</b>	<p>All staff will initially be alerted via internal tannoy announcement.</p> <p>Staff email, staff Whatsapp group &amp; class telephones will also be used to update and inform staff.</p>
<b>Communication Arrangements With Parents</b>	<p>If necessary, and when possible, parents will be notified as soon as it is practical to do so via the school's established communication network Class Dojo &amp; text message.</p> <p>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.</p> <p>Pupils will not be released to parents during a lockdown.</p> <p>Parents will be asked not to call school as this may tie up emergency lines.</p> <p>If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.</p> <p>A letter to parents will be sent home at the earliest opportunity 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.</p>
<b>Notes</b>	<p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p>

### Lockdown Drills

Lock down practices will take place a minimum of once a year and will be discussed during inset days throughout the year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. A lockdown drill form is available on SLA Health and Safety Online.

## **Partial Lockdown**

'Partial lockdown' is a precautionary measure but puts the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In some situations, only a partial lockdown will be required. This may be as a result of a reported incident or disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc.

SLT will take charge, informing staff via internal telephone that there is a partial lockdown.

### Immediate action:

- All outside activity to cease immediately, pupils and staff to return to building,
- All staff and pupils remain in building and external doors and windows locked,
- Movement may be permitted within the school buildings dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different. Once staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students.

## **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents via the established text alert system.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others into danger
- Wait for the school to contact them about when it is safe for you to come and get their children, and where this will be from.

Parents will be updated by **Class Dojo** using the following statement:

- *We have an incident at Baden Powell Primary and are doing everything possible to ensure the safety of your child. Please do not contact the school, as we need to keep telephone lines free. Please stay at home and wait for us to contact you via Class Dojo and ParentPay with further information. Thank you for your help.*

## **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. Emergency Services will support the Headteacher with regards to the timing of communication to parents.

The Chair of Governors will be kept fully informed as soon as it is appropriate to make contact.

### **Review:**

This policy and procedures will be reviewed annually. Next review date **September 2026**

Created by:

Signed:

Dated: