

APPENDIX 8 – School LOCKDOWN PROCEDURE

Purpose:

To ensure the safety of all pupils, staff, and visitors in the event of a threat, whether internal or external. Lockdown procedures are designed to secure the premises and protect occupants until the threat is resolved.

When to Activate a Lockdown

The procedure may be initiated as a proportionate response to:

- A reported intruder on or near the premises
 - A civil disturbance or threat in the local community
 - An immediate terrorist threat or similar incident
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Guidance from NaCTSO (National Counter Terrorism Security Office):

As per the Crowded Places Guidance, effective lockdown relies on advance planning and flexibility. Key considerations:

- **Access Points:**
 - Office: Secure entry via fob only
 - External Gates: Locked during school hours (silver and green gates)
 - Classroom Doors: Locked internally until 8:45am and again at 3:00pm
 - **Egress Points:**
 - Secure via height or locked access to delay entry and support lockdown
 - **Containment:**
 - No movement in/out of the site. Office staff to prevent any exit
 - Visitors will remain in the office during lockdown
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Lockdown Signals

- **To initiate lockdown:** Two short blasts of the air horn, repeated at intervals for up to one minute
 - **All-clear signal:** Continuous whistle blown by SLT, walking through both buildings (this will happen simultaneously if staff numbers allow to end the procedure more swiftly)
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Designated Lockdown Areas

- Classrooms and the school hall (with blinds pulled down)
- All external access points to be locked (e.g., classroom doors, kitchen door, main entrance, playground access)

Communication Methods

- Two-way radios (must be switched on in all classes)
- Mobile phones (if accessible) Please note – staff have overriding permission to have their phone on and for use to support the emergency – this overrides usual online safety protocols where phones are not permitted for use in class with pupils present
- Instant messaging / email (where feasible)

Initial Response Protocol

Ref	Action	Responsible	Time/Tick
L1	Ensure all pupils are inside. Stop all outdoor activity. Join nearest classroom if outside.	Class Teachers & Support Staff	
L2	Secure all access points and external doors/windows.	Class Teachers	
L3	Dial 999 for emergency services. Call once per service needed.	Office/SLT	
L4	SLT to conduct ongoing dynamic risk assessment. Free movement inside may be permitted initially.	SLT	
L5	Block access points using furniture if necessary. Lock internal doors. Sit pupils on floor, away from windows. Close blinds and turn off lights.	All staff	
L6	Identify any missing/injured persons where safe to do so.	Class Teachers	
L7	Remain in lockdown until all-clear or directed by emergency services.	All staff	

Exit Strategy All staff and pupils should be aware of a secondary exit route in case of direct threat intrusion. This should be communicated in advance and reviewed termly.

Emotional Support & Safeguarding After any lockdown (real or drill), staff should:

- Monitor pupils for signs of distress
- Report concerns to the DSL immediately
- Record incidents on the school safeguarding system
- Provide appropriate time and space for pupil debriefs

Practice and Review

- Lockdown drills to be conducted **at least once per academic year**
- SLT will evaluate effectiveness and share feedback
- Policy reviewed annually or after any major incident

Staff Roles Overview

- **Headteacher/SLT:** Risk assessment, emergency services liaison, issue all-clear
- **Office Staff:** Lock front office, call 999, restrict visitor exit
- **Class Teachers:** Lock classrooms, account for pupils, maintain calm, implement lockdown protocol
- **Support Staff:** Join nearest class, assist teacher, report concerns
- **Site Manager:** Support gate/door securing, assist SLT

References

- Keeping Children Safe in Education (2023)
- Working Together to Safeguard Children (2023)
- NaCTSO Crowded Places Guidance