

St Bartholomew's C of E Primary School



Lockdown Policy and Procedures

Date of review: LGC 4 2025

Date of next review: LGC 2 2026

Name of Chair of Governors: Rev Stephen Gray

Name of Headteacher: Mrs Gemma Coward

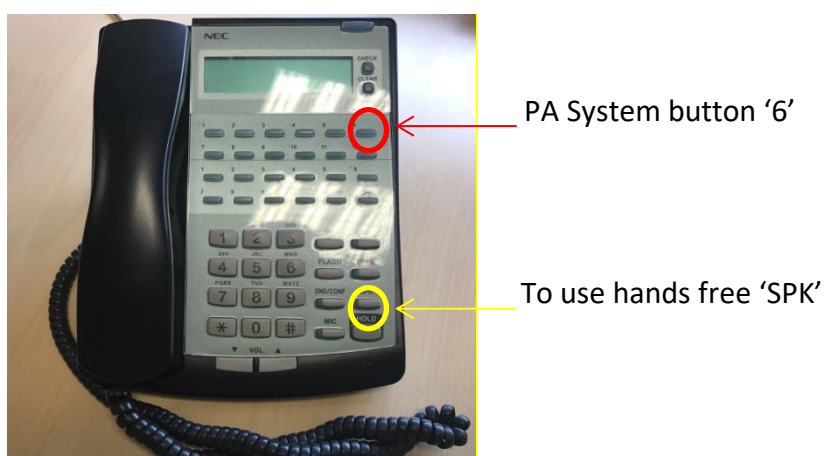
Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A Lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage.

Initiating a Lockdown:

Staff and pupils will be notified that Lockdown procedures are to take place through the school phone system being used to phone each class. This will be backed up by using the school phone Public Address System (PA). This can be activated from the Front Office or the classrooms (except the Nest) using the second row shortcut 6 button as shown. You can also activate the PA system on all phones by dialing 8011 and then speaking into your handset



If you wish to use this feature as a hands-free then press the SPK button also. At this point, staff will be informed if the school is initiating a full or partial Lockdown.

On having the phone call/ hearing the alert:

All staff are required to use dynamic risk assessment throughout a Lockdown. The safety of all persons must be our highest priority.

If there are staff or children outside of the building at the time of lock down then they should be recalled using '**Everyone in CLOSE procedure**'. Staff should return immediately to the building – do not line the children up first. Confirm that all persons are in and secure using counting or a register at the first opportunity. Use dynamic risk assessment to determine the safest point of entry and the safest place to Lockdown.

Wherever possible stay in the part of the building where you were when the alert was sounded – this may be the hall, library, or a in a different classroom to your own. Avoid unnecessary movement.

For children in the Elliot Hut, there is an additional risk as they are away from the main school building and more exposed. Movement into the main building can be coordinated through the phone. Children can then move into the school hall.

The safest places in the school are those with the least external windows, such as the NEST or in the cloakrooms with little, high windows. If we are aware of a particular target to the attack then this person(s) will be moved to one of these locations.

Partial Lockdown:

In a partial Lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Full Lockdown:

Follow the **CLOSE** procedure...

C	Check	Ensure that everyone is in and accounted for. Use email and phones for communication - Do not send messengers . Be aware that PA System messages may be coming through so do not use the phones frivolously.
L	Lock up	Lock all doors and windows. If locking corridor doors, ensure that there are no school persons still needing to enter.
O	Out of sight	Close all blinds and ensure that persons are not visible from the outside. Where in the room are children safest? Can you still access the phone? Turn off lights and interactive boards – keep screen lights non-visible. Bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls
S	Still and silent	Stay still and silent – do not attract attention. Any mobile phones (visitors may have these) are placed on silent. It is the responsibility of staff to keep pupils calm.
E	Endure	Endure. Be aware you may be in Lockdown for some time. Think about how to manage the situation practically.

Staff should remain in Lockdown until given the all clear by Headteacher or most senior staff member, in their absence. Please be aware this may come via a nominated member of staff e.g. the Office Admin.

After the Lockdown all children should return to their actual classes and a register should be taken immediately. Notify the Front Office immediately if any children are unaccounted for.

If it becomes necessary to evacuate the building this will be confirmed via the PA system and then the Fire Alarm will ring. Please consider that a hostile person may initiate the Fire Alarm in order to facilitate getting persons out of the building, so ensure that you are also listening for verbal messages.

Responsibilities:

All staff	<ul style="list-style-type: none"> To ensure that all children and adults linked to their class are safe and accounted for. To follow this policy using the CLOSE procedure. To support the safety of the wider school through advising others and being proactive in keeping the whole school safe. To use dynamic risk assessment at all times. To check the doors to classrooms are locked. To alert the Headteacher if they have identified any problem in executing this policy, or health and safety issue that will impede its implementation. In the event of an air pollution or chemical, biological or radiological contaminants issue, use anything to hand to seal up all the cracks around doors and any vents into the room.
-----------	--

	<ul style="list-style-type: none"> • Staff in the Elliot huts to signal to classes outside Everyone inside CLOSE procedure.
Office Staff	<ul style="list-style-type: none"> • To ensure front school doors are locked. • To check the library and hall doors are locked. • To lock the front school gates (if it is safe to do so). • To move to a more secure location – e.g. the area outside the toilets/ Business Manager's office. • To collect the emergency grab pack (in office cupboard). • To notify parents via text of the situation if necessary – this includes telling them that the school phone lines will be unmanned and any changes to arrangements to collecting children.
Headteacher	<ul style="list-style-type: none"> • To act as the Lockdown Manager. • To ask the office staff to notify the school by phoning each class and back up via the PA System that there is a Lockdown. • To coordinate the moving of pupils from vulnerable areas. • To ensure the emergency services are called if necessary. • To have the school phone and iPad with her at all times for communication purposes. • To give all staff the all-clear at the end of the Lockdown. • To carry out at least one Lockdown drill per term. Including one where some children are outside of the building. • To send home explanation letters to parents following a Lockdown incident. • To liaise with the County including dealing with any press interest following a Lockdown. • In the event of an air pollution or chemical, biological or radiological contaminants issue, close or turn off air vents, fans, heating and air conditioning systems. • To trigger the Fire Alarm should the building need to be evacuated.
Safeguarding and Health & Safety Governor	<ul style="list-style-type: none"> • To ensure that there is a current Lockdown policy in place which is fit for purpose and that staff are aware of it. • To review the school's actions following a Lockdown event to ensure that the policy was followed and that all persons were kept safe.

Visitors and parents on site:

If there are visitors or volunteers on site then they are the responsibility of the member of staff they are visiting. They must be informed of the CLOSE procedure and should be given clear instructions by staff to keep themselves and others safe.

If a Lockdown occurs when there are a large number of parents or visitors on site (for example a Sports day) then these visitors should be shown to the hall and instantly be made aware of the CLOSE procedure.

Lockdown Drills:

Practices should take place at least once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

SEND children and children with PEEPS:

Any special arrangements needed for particular children in the event of a Lockdown, (e.g. alternate changing facilities or access to vital medication) will be considered via their PEEP (Personal Emergency Evacuation Plan). This will be shared with all relevant staff – including PPA providers and lunch staff.