

Lockdown Policy

Forest Skies Federation



Approved by:

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Rationale

As part of our Health and Safety policies and procedures, the school has a Lock down 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing

Infant Schools: (x 10) 5 second bursts of the school bell

Birchwood Junior School: (x 5) 5 second bursts of a whistle

Procedures:

Follow the CLOSE procedure:

- **Close all windows and doors**
- **Lock up**
- **Out of sight and minimise movement**

- **Stay silent and avoid drawing attention**

- **Endure. Be aware you may be in lock down for some time**

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of external doors and closing the office window shutters. All windows and blinds are to be closed.

2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors (art bays where possible). Lights, interactive white boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

4. Staff should complete a register for their class (using Fire register in classroom) and notify the school office by phone that all children are accounted for and identify those children not accounted for. The designated safeguarding leads will move around the building with caution to ensure all children and staff are accounted for.

ONLY THE HEADTEACHER / DESIGNATED SAFEGAURDING LEADS SHOULD MOVE ABOUT THE SCHOOL WITH CAUTION

ALL OTHER STAFF MUST REMAIN IN THE ROOM THEY ARE IN

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Designated Safeguarding Leads or Office Staff in person that there is an all clear.
- As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office of all those present and any children or staff not accounted for.
- Staff not to be alone in a room – if found to be on your own please move to the nearest room with other people
- Communication will be sent through school email.

Staff Roles:

1. School Business Manager, Administrative staff and Headteacher to ensure that the office is locked and police called if necessary.

2. Headteacher or site supervisors lock the school's front doors and entrances.

3. Individual Teachers / TAs close classroom door(s), windows and close blinds. Nearest adult to check exit doors.

4. Communication with parents. If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – Parent Mail

Parents will be told:

'..The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out..'

- 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.
- Pupils will not be released to parents during a lock down.

- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day 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.

Lock down drills

Lock down practices will take place at least once a year 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.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Appendix 1: LOCK DOWN PLAN

| Management and Control | |
|--|---|
| Nominated Person | Responsibility |
| Head Teacher | Sound alarm / initial contact with Emergency Services Locking of external doors Checking registers – accounting for all children and staff |
| School Business Manager | Sound alarm / Liaison with Parents Locking of office doors (reception shutter) Print staff onsite register |
| Designated Safeguarding Leads | Checking registers – accounting for all children and staff |
| Administrative staff | Locking of office doors (reception shutter) Complete registers at start and end of a lockdown procedure Liaison with Parents |
| Teachers | Pupil Control Classroom doors / windows / blinds Turning off interactive boards / screens Completing register at start and end of a lockdown procedure |
| Children | Respond to register name Remain silent until instructed otherwise |
| All windows / doors / blinds to be closed DSL's to check shared areas and toilets (children's and adults) | |
| Signals | |
| Signal for lockdown | X 10 5 second blasts of the school bell |
| Signal for all clear | X 1 30 second blast of the school bell |
| Lockdown | |
| Specified Assembly Points | Classroom, Offices, School Hall |
| Entrance Points | Main School Entrance |
| Communication arrangements | Internal telephone System Mobile Phones |

