



Shardlow Primary School

Aspire Achieve Thrive



Lockdown Policy

Approved by:	Local Governing Body
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Version	Date	Author	Changes
V1	Feb 2018	K Magner	Adapted The Key model policy
V1.1	Jan 2020	K Magner	Amended details in '3. Notifications' and '4. Procedures.'
V1.2	Jan 2021	K Magner	No Changes
V1.3	November 2022	K Magner	Notification of lockdown- method
V1.4	November 2024	K Magner	Changes made to systems and procedures to reflect new areas in school and procedural differences between 'soft lockdown' and 'hard lockdown'

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1. Who is this policy for?

- Headteacher
- Designated Safeguarding Lead(s)
- Teaching staff
- Volunteers
- Governors
- Students
- Office Support Staff
- Cleaners/Caretakers
- Midday Supervisors
- Visitors
- External Providers

2. Introduction

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, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

3. Notification of Lockdown

All persons are responsible for informing the Head teacher and or designated deputy lead if they become aware of a situation where a Lockdown may be required.

The Head teacher and or the designated deputy lead is then responsible for notifying all persons that Lockdown procedures need to commence by contacting each class using the school telephone system.

The lockdown procedures will depend on the type of risk. In all instances staff should assume a full lockdown is taking place, unless instructed otherwise by the safeguarding team.

4. Procedures:

There are two types of lockdown that we have identified the procedures and systems for;

-Soft lockdown- a softlock down would be used in a case where the risk or threat is outside and bringing everyone inside removes this risk

-Hard lockdown- a hard lockdown would be used in situations where, even when inside there remains a risk and further control measures are needed.

5. School specific procedures and systems

Softlock down procedures
Hard lockdown adaptations and considerations

Assessment	• Contact made with school from external agency (e.g police) or immediate risk identified by person in the school • As reasonably as possible assess the risk and determine if a hard or soft lockdown is needed.
Signal	• If inside- use the internal phone system to group call all classes and notify them of the type of lockdown and any additional control measures- e.g 'soft lockdown- assemble in classrooms'. Use Walkies Talkies to communicate with any other spaces- e.g the Nest Nurture room or groups on the school field • If children are outside staff to use their emergency whistles and blow three times to indicate lockdown • If any groups are out on trips, office administrator to contact them and assess whether it is safer for them to remain where they are. • Staff to be mindful of any pupils with a Personal Evacuation Plan and implement any relevant strategies for these pupils throughout
Safe Assembly	• In soft lockdowns it is assumed that everyone will assemble in their own classrooms/designated work space, unless communicated otherwise. • If outside, evacuate via the NEAREST entrance, then move internally to the classroom/designated work space. • If on the school field special consideration will need to be given to the best place to assemble and communicated to the relevant staff member- e.g return to main building/move to outdoor classroom or move to Forest School area • Class teacher in Erewash Class to complete a sweep of the toilets and hub.
Secure entrance points	• Do not answer the gate or allow visitors to enter once a lockdown has commenced. • Classroom teachers to lock external doors (All doors lock without a key, except Trent Class who have a key in a designated location). • Classroom staff to close all windows (unless told that it is safe to leave them open) • Headteacher, or in their absence office administrator, to lock the front door using a key. (Consider double locking external doors with keys if this would reduce any risks)
Internal Communications	• In a soft lockdown the first point of communication will be the telephone system and the walkie talkies • In a hardlock down the staff Whatsapp group would be used to reduce noise. Anyone without a phone should use the walkie talkies/phone and whisper.
Track pupils	• Class teachers to complete a roll call of their class register to identify any pupils who may be missing. • Class teachers to inform the office administrator of any pupils who are missing and any pupils who are in the room who are not on that class register

Steps to increase protection	• Soft lockdown- Consider whether any additional steps are needed to increase protection and communicate these • Hard lockdown- Screen doors and windows Position children away from sightlines from external doors and windows – for example, under a desk Close internal doors Turn off lights and monitors Make sure mobile phones and electronic devices are on silent, or turned off Make sure internal phones and walkies are on low volume Turn off any items making noise
Evacuation plan	In rare circumstances it may be judged that an evacuation is the best plan of action (wherever possible this should be done in consultation with emergency services). The same communication methods will be used for an evacuation- Soft lockdown- phones and walkie talkies Hard lockdown- Staff Whatsapp group If evacuating the children will evacuate via the nearest exit (unless told otherwise) and head to; The Dog and Duck Public House, (Turn left from the front of the school, cross the road and you will come to it).
Inform parents/visitors	• Send a text message AND Dojo message to parents to inform parents and any possible visitors of the lockdown and any additional control measures, considering; • Whether parents need to be told not to come to the school • Whether collection arrangements need to change • Whether parents should be told not to contact the school as this may 'tie up' phone lines etc. • Whether visitors need to be told not to come to school (consider school dinners and any further implications/considerations for this)
Welfare	• In a soft lockdown it would be assumed that most of the normal day to day activities can continue but staff and pupils are not allowed to leave the building until the all clear has been given. • In a hardlock down which lasts a long time staff would need to be mindful of the following; Offering verbal reassurance to pupils Providing pupils with a silent/quiet way to indicate they need support Asking pupils to remain quiet- consider whether they could access quiet activities such as reading Access to food and water- communicating any concerns Individual pupil concerns- e.g medication access, SEND pupils
All clear	• All clear to be given through the internal communication routes (phones and walkie talkies) • All clear to be given to parents and any visitors who were previously informed.

6. Lockdown drills

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Drills will preferably take place in the autumn term and pupils will be prepared in advance through assemblies and class information sharing. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

7. Relevant documents (saved on SharePoint)

- Pupil friendly lockdown poster
- Staff friendly lockdown poster

8. Review

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

