



Shardlow Primary School

Aspire Achieve Thrive



Lockdown Policy

Not to be published on website

Approved by:	Local Governing Body
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Review cycle:	Annual



Version	Date	Author	Changes
V1	Feb 2018	K Magnier	Adapted The Key model policy
V1.1	Jan 2020	K Magnier	Amended details in '3. Notifications' and '4. Procedures.'
V1.2	Jan 2021	K Magnier	No Changes
V1.3	November 2022	K Magnier	Notification of lockdown- method
V1.4	November 2024	K Magnier	Changes made to systems and procedures to reflect new areas in school and procedural differences between 'soft lockdown' and 'hard lockdown'
V1.5	Nov 25	K Magnier	Layout updated. Additional provisions added related to 'hard lockdown'.
V1.6	Feb 2026	H Berry	Added information to confirm we don't publish on the website

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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

- 2.1 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.
- 2.2 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. Procedures:

- 3.1 There are three types of lockdown that we have identified the procedures and systems for:
- Invacuation - An invacuation would be use to bring everyone inside from outside
 - Soft lockdown - A soft lockdown 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.

4. School specific procedures and systems

Invacuation procedures
Soft lockdown procedures

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 an invacuation, soft lockdown or hard lockdown is needed.
Signal	Invacuation If children are outside staff to use a handbell to indicate a lockdown. (Bells are stored in the outdoor calm corner shed for the playground and in a box in the outdoor classroom for the school field). Soft lockdown Use the Walkies Talkies on channel 6 Say the phrase 'alerting all soft lockdown, alerting all soft lockdown, alerting all soft lockdown' Walkie talkies need to be kept on full volume on channel 6 and on charge whenever possible. Hard lockdown Use the Walkies Talkies on channel 6 Say the phrase 'alerting all hard lockdown, alerting all hard lockdown, alerting all hard lockdown' Walkie talkies need to be kept on full volume on channel 6 and on charge whenever possible. 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 and communicate accordingly. Staff to be mindful of any pupils with a Personal Invacuation Plan and implement any relevant strategies for these pupils throughout
Safe Assembly	Invacuation Invacuate via the NEAREST entrance Await further instructions on whether a soft lockdown or hard lockdown is being implemented Relevant persons to communicate hard or soft lockdown using the alert system above. If on the school field children to assemble in the Forest School area.
Safe Assembly	Soft Lockdown Everyone to assemble in their own classrooms/designated work space, unless communicated otherwise. Class teacher in Erewash Class to complete a sweep of the toilets and hub if it is safe to do so.

	Hard Lockdown Everyone to remain where they are.
Secure entrance points	Soft lockdown - 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) Additional hard lockdown measure - Headteacher, or in their absence office administrator, to lock the front door using a key and bolt.
Internal Communications	Soft lockdown The first point of communication will be the telephone system and the walkie talkies Hard lockdown In a hard lockdown the staff Whatsapp group could be used to reduce noise.
Track pupils	Soft lockdown 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 Hard lockdown It is assumed that a hard lockdown situation would be critical and therefore pupil tracking would not happen until the risk has reduced. If the risk is lower someone from the leadership team may request via walkie talkie the number of children in each workspace.
Steps to increase protection	Hard lockdown Screen doors and windows by pulling down blinds 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
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- walkie talkies If evacuating the children will evacuate via the nearest exit (unless told otherwise) and head to: The Dog and Duck Public House unless told otherwise, (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 hard lockdown 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.

5. Lockdown drills

- 5.1 Lockdown practices will take place termly to ensure everyone knows exactly what to do in such a situation. 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.

6. Relevant documents (saved on SharePoint)

- Pupil friendly lockdown poster
- Staff friendly lockdown poster

7. Review

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

8. Templates

Text message template

URGENT: Shardlow Primary School is currently in lockdown as a precaution. Please do **not come to the school or contact us by phone** at this time — we need to keep lines clear. All pupils and staff are safe and secure. Further updates will be sent via Class Dojo as soon as possible. Thank you for your cooperation.

Class Dojo Message Template

Important Update – School Lockdown (Precautionary Measure)

Dear Parents and Carers,

The school is currently in lockdown as a precautionary measure. All pupils and staff are safe and being cared for in line with our emergency procedures.

Please follow these important instructions:

- Do not come to the school – the site must remain secure.
- Do not phone the school – this will help us keep lines open for emergency communication.
- Do not attempt to contact your child – they are safe and supervised by staff.
- Collection arrangements will be shared once it is safe and the lockdown is lifted.
- Visitors, including deliveries and school dinner providers, should not come onto site until we confirm it is safe to do so.

We will update you as soon as we have further information. Thank you for your understanding and support in helping us keep everyone safe.

Shardlow Primary School