

## **Lockdown Policy**

### **1. Purpose**

This policy sets out the procedures for initiating, managing, and concluding a lockdown at The Belham Primary School. It aims to ensure the safety and security of pupils, staff, visitors, and the wider school community during situations that present an immediate threat.

### **2. Scope**

This policy applies to all staff, pupils, volunteers, contractors, and visitors on the school site during a lockdown situation.

### **3. Definition of Lockdown**

A lockdown is implemented when it is safer for the school community to remain inside the building rather than evacuate. Examples of situations requiring a lockdown include:

- A dangerous individual or group nearby or on-site
- Police incidents in the local area
- Environmental hazards (e.g., smoke, chemical spill)
- Aggressive or threatening intruders

### **4. Types of Lockdown**

#### **4.1 Partial Lockdown**

Used when there is a potential threat in the local area but not directly impacting the school. Measures include controlling movement and securing the perimeter while lessons continue.

#### **4.2 Full Lockdown**



Used when there is a direct threat to the school site or occupants. Everyone must remain silent, out of sight, and secured behind locked doors.

## 5. Roles and Responsibilities

### Headteacher / Senior Leader in Charge

- Decide whether to initiate, escalate, or end a lockdown.
- Liaise with emergency services.
- Communicate with staff, parents, trust central team, governors as appropriate.

### Office Staff

- Trigger the lockdown alert.
- Lock front access points if safe.
- Support communication during the incident.

### Teaching and Support Staff

- Bring pupils inside quickly and calmly.
- Secure classroom doors and windows.
- Maintain silence and calm.
- Take a register and report missing pupils if safe via the staff lockdown Whatsapp group

### Site Manager

- Provide information on property.

### Pupils

- Follow adult instructions immediately and silently.
- Stay out of sight where required.
- If a child is not in their class, they must go to the closest lockable room

## 6. Lockdown Signals

### Initiating a Lockdown

- The signal will be a **repeated, continuous short bell**. Lockdown box can be found in the main office.

### Ending a Lockdown

- **Verbal confirmation** from a designated senior leader.

## **7. Procedures During Lockdown**

### **7.1 If Outside the Building**

- Staff must immediately escort pupils into the nearest safe building.
- Do not return to classrooms if unsafe—go to the nearest secure space.

### **7.2 Inside the Building**

- Secure classroom doors and windows.
- Shut blinds or cover windows if possible.
- Move pupils out of sight from windows and doors.
- Maintain silence.
- Turn off lights if required.
- Take the register and contact senior leaders via the lockdown Whatsapp group if any child is missing

### **7.3 Communication**

- Only senior leaders will liaise with emergency services.

## **8. Responsibilities Toward Pupils with SEND**

- Staff working with children who may find lockdown distressing should use personalised strategies agreed in advance.
- Where necessary, risk assessments and individual plans will be created.

## **9. Parent and Carer Communication**

- Parents will receive a brief notification after the incident once the school has been declared safe.
- During a lockdown, parents **must not** call or visit the school.
- Information will be provided through official channels when appropriate.

## **10. Training and Drills**

- All staff will receive annual training on lockdown procedures.

- A lockdown drill will be conducted at least once per academic year.
- Feedback from drills will be used to improve practice.

## **11. Post-Incident Procedures**

- Senior leaders will debrief staff and pupils.
- Support will be provided for anyone experiencing distress.
- A review of procedures will follow, with updates made as necessary.

## **12. Monitoring and Review**

- The Headteacher will review this policy annually.
- Any changes in local risk assessments, emergency guidance, or school layout will trigger an interim update.