



LOCKDOWN POLICY & PROCEDURES

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SLa/KHo	New Policy	May 2025	May 2028

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1. RATIONALE

1.1 All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. 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 or damage.

2. NOTIFICATION OF LOCKDOWN

2.1 Staff will be notified that lockdown procedures are to take place immediately on hearing the lockdown message via the walkie talkies – the lockdown message will be delivered by SLT and/or office staff. The lockdown message will be as follows: THIS IS A LOCKDOWN, SECURE ALL DOORS AND REMAIN INSIDE (repeated 5 times). Staff should not respond to this message.

3. PROCEDURES

- Follow the **CLOSE** procedure:
- Close all windows and doors
 - Lock up – utilise door wedge to stop entrance
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lockdown for some time

3.1 The Lockdown process will be activated upon hearing the message through the walkie talkies. Staff and pupils outside the building on the playgrounds should return to class via their closest entrance door. Staff and pupils inside the school should remain in their classrooms/rooms. Once everyone is inside, staff will lock doors and close blinds.

3.2 SLT and/or Office staff are responsible for contacting the emergency services.

3.3 Once in lockdown, children must remain in the classroom or hall they are in and the staff will take the following actions to increase protection from further danger:

- Lock windows and wedge doors from the inside. Access points can also be blocked by moving furniture. Cover any exposed glass panels on internal doors with paper (this should be kept close by for emergency use)
- Pupils to sit quietly and out of sight away from possible sightlines from external windows/doors
- Lights, smart boards and computer monitors to be turned off. Mobile phones are put on silent mode
- Stay away from windows and doors

3.4 Ensure that all pupils and staff members inside a secure room are aware of an exit point in case the assembly room becomes unsafe.

3.5 If practicable staff should notify the office by email that they have entered lockdown and identify those children not accounted for and of any extra children who are now in lockdown in their room with them. If this is not possible then staff should message a member or the Senior Leadership Team via mobile phone (KHo, LGo or ETo) who will in turn inform the office.

**NO ONE
SHOULD
MOVE
ABOUT THE
SCHOOL**

- 3.6 Staff to support children in keeping calm and quiet.
- 3.8 Staff to remain in lockdown positions until informed by Senior staff or Office Staff who will make an announcement on the walkie talkies that all is clear.
- 3.7 As soon as possible after the lockdown teachers or cover staff to conduct a register and notify the office immediately of any pupils not accounted for.

4. STAFF ROLES

Staff Roles:

- 4.1 Headteacher, or School Business Manager (CBe) in their absence, will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- 4.2 Headteacher/ School Business Manager to call police and Trust offices if necessary.
- 4.3 If a class is out of school, office staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.

5. COMMUNICATION WITH PARENTS

If necessary, parents will be notified as soon as it is practical to do so via text through our Teachers2Parents communication system.

Parents will be told:

'...the school is in a full lockdown situation. During this period the phones must not be used 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 lockdown.

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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

6. LOCKDOWN DRILLS

Lockdown practices will take place termly 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.

7. REVIEW

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

APPENDIX A LETTER TO PARENTS

Dear Parent or Carer,

Re: Enhancing safety in our school

At Spa Academy Askern, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have revised and updated our procedure for lockdown.

I am writing to inform you that we will be practicing this procedure on [insert date].

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure will be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- Staff and pupils in school will be notified that it is in lockdown by the lockdown message being announced through the walkie talkie system.
- Pupils will remain in their classroom or will move immediately inside to their own, or the nearest classroom
- Class teachers will take registers to make sure all pupils are accounted for
- School will make sure all pupils are safe and secure by locking all doors and windows, and drawing blinds
- The emergency services will be called

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's text messaging service
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- We will text you if the lockdown continues beyond school hours, and give instructions as to whether there are any changes to collection arrangements in this circumstance

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact your child's class teacher in the first instance or email the school on admin@spaacademyaskern.com

Yours sincerely,

Mrs. K Housley
Headteacher