



REEDLEY COMMUNITY PRIMARY SCHOOL

LOCKDOWN POLICY

Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain. (Mission statement)

1. Statement of Intent

The safety and welfare of pupils, staff, visitors and contractors is paramount at Reedley Primary School.

A lockdown procedure is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and visitors.

The purpose of this policy is to ensure that the school has effective arrangements in place to safeguard all individuals on site during situations where remaining within the school building and restricting movement is considered the safest course of action.

The school will ensure that all staff are familiar with lockdown procedures and that arrangements are reviewed regularly.

2. Scope

A lockdown may be initiated as a result of a number of situations including, but not limited to:

- An intruder on the school site.
 - A reported incident in the local community close to the school.
 - Dangerous or aggressive behaviour.
 - Police activity in the surrounding area.
 - A serious safeguarding incident.
 - A nearby chemical spill, fire or environmental hazard.
 - An animal posing a danger on site.
 - Any circumstance where it is safer for pupils and staff to remain secured within the building.
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3. Types of Lockdown

Partial Lockdown

A partial lockdown may be used where there is a potential risk outside the school.

Actions may include:

- External doors locked.
- Access to the school restricted.
- Pupils and staff remain inside buildings.
- Teaching continues as normally as possible.

Full Lockdown

A full lockdown will be initiated where there is an immediate threat to safety.

Actions may include:

- All pupils, staff and visitors moved to secure locations.
 - Classroom and external doors locked.
 - Windows and blinds secured where appropriate.
 - Pupils and staff remaining out of sight.
 - Silence maintained.
 - Mobile phones placed on silent.
 - Movement around the school stopped.
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4. Responsibilities

Headteacher

The Headteacher will:

- Take overall responsibility for lockdown procedures.
- Authorise the implementation and termination of a lockdown where possible.
- Liaise with emergency services.
- Communicate with parents and carers when appropriate.
- Ensure procedures are regularly reviewed and practised.

Senior Leaders

Senior leaders will:

- Support implementation of lockdown arrangements.
- Ensure pupils and visitors are accounted for.
- Liaise with emergency services as directed.

Staff

All staff will:

- Follow lockdown instructions immediately.
- Secure pupils and visitors in their care.
- Remain calm and reassuring.
- Follow instructions issued by senior leaders or emergency services.
- Report any concerns promptly.

Pupils

Pupils will:

- Follow staff instructions immediately.
- Remain calm and quiet.
- Stay in designated secure locations.
- Not use mobile devices unless instructed.

5. Lockdown Signal

The signal for lockdown will be:

A continuous sounding of the school alarm with a verbal announcement stating:

CODE 0 UNTIL FURTHER NOTICE

Where possible, this will also be communicated via internal telephones, radios or other communication systems.

The all-clear signal will only be given by:

- The Headteacher,
- A member of the Senior Leadership Team,
- Or the emergency services.

6. Lockdown Procedure

Upon hearing the lockdown signal:

Staff will:

1. Bring all pupils indoors immediately where safe to do so.
2. Lock or secure classroom doors.
3. Close windows and blinds where available.
4. Move pupils away from doors and windows.
5. Take a class register.
6. Remain quiet and calm.
7. Reassure pupils.
8. Await further instructions.

Office Staff will:

1. Secure reception and administrative areas.
2. Prevent access to the school where safe to do so.
3. Assist in communication with emergency services.
4. Support senior leaders in monitoring the situation.

Visitors and Contractors

Visitors and contractors on site will be directed by staff to the nearest safe location and must follow all instructions.

7. During Lockdown

Staff should:

- Remain calm.
- Avoid unnecessary communication.
- Continue supervising pupils.
- Not open doors until authorised.
- Follow instructions from senior leaders or emergency services.

Pupils should remain:

- Quiet.
 - Seated where possible.
 - Away from doors and windows.
 - Under staff supervision at all times.
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8. Communication with Parents

The school recognises the importance of keeping parents informed.

During an incident:

- Communication may be delayed until it is safe to do so.
- The school will work with emergency services regarding information sharing.
- Parents must not come to school during a lockdown unless specifically instructed.

Following the incident, the school will provide appropriate information and reassurance to families.

9. Support Following a Lockdown

Following any lockdown incident or drill:

- A debrief will be undertaken.
 - Procedures will be reviewed.
 - Support will be made available to pupils and staff where necessary.
 - Any lessons learned will be incorporated into future practice.
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10. Lockdown Drills

The school will conduct lockdown drills at least termly.

Following each drill:

- Feedback will be gathered from staff.
- Any issues identified will be addressed.
- Records of drills will be maintained.

Where appropriate, pupils will receive age-appropriate information before drills take place.

11. Equality and Additional Needs

The school recognises that some pupils may require additional support during a lockdown situation, including pupils with:

- SEND.
- Medical conditions.
- Communication difficulties.
- Mobility needs.

Reasonable adjustments will be made to ensure all pupils can be supported safely during lockdown procedures.

12. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body or sooner if:

- National guidance changes.
 - Following a lockdown incident.
 - Following a lockdown drill where significant amendments are identified.
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Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Emergency Evacuation Procedure
- Critical Incident Policy
- Supporting Pupils with Medical Conditions Policy
- SEND Policy
- Behaviour Policy
- Visitors Policy

Approved by: Governing Body

Date Approved: September 2026

Review Date: September 2027