ALVANLEY AND MANLEY VILLAGE SCHOOL

SCHOOL LOCKDOWN POLICY

Written: January 2026 Review Date: January 2027

This policy is written based on recommendations from the Department for Education guidance 'Emergency planning and response for education, childcare, and children's social care settings'.

Overview

The school lockdown procedure is a set of predefined steps to be taken, designed to ensure the safety of pupils, staff and visitors during an emergency situation or security threat. The lockdown procedures in this policy are implemented when pupils, staff and visitors need to be locked within the buildings for their own safety, due to a report of the school being at risk or a critical incident.

Lockdown procedures may be activated in response to any number of situations, including (but not limited to):

- The close proximity of a dangerous dog, or other animal roaming loose.
- A dangerous individual in the locality.
- Extreme weather warnings, where it is deemed unsafe for pupils, staff and visitors to enter or leave the school buildings.
- An intruder on the school premises with the potential to harm pupils, staff or visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- A serious accident on site requiring safe access for emergency services.
- A reported incident or disturbance in the local community which potentially poses a risk to the school community.

This policy applies to employees, volunteers, parents/carers, pupils and visitors to school. It covers the procedures and personnel responsible when the school is required to be securely locked during the school day.

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher/ Assistant Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Undertake regular lockdown drills and introduce this to children. Report to parents/carers. Complete lockdown checklist – Appendix A
Office staff	Escort visitors to agreed safe place. Communicate with parents/carers
Teachers and support staff	Take pupils to their classroom or other place of safety. Take the register and stay with pupils. Communicate with other staff/office staff.
Headteacher/Assistant Headteacher/Office staff/Teachers	Make sure all access points are secured.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
A senior leader will alert staff members of a lockdown verbally. Office staff will alert the other site of a lockdown using internal phone system or messaging service.	Internal message shared in person by the Headteacher/Assistant Headteacher.

Security lockdown plan

Our safe assembly points	Classrooms, the hall, the spare classroom, the front room (Alvanley). Visitors should be supervised by a member of staff and access the same safety points at either site. When there is a lockdown alert, staff members should secure the nearest lockdown location. Staff should be aware that pollution or a gas cloud in the area would require sheltering in a central area with fewer windows such as the hall, whereas other risks would mean locking pupils, staff and visitors in individual classrooms.

Secure entrance and exit points	Senior leaders to consider security measures against different types of risk. Such as gas pollution – close all windows, doors and vents, or intruders/dangerous animals – lock all external doors.
Bring pupils inside	Headteacher/Assistant Headteacher and class teachers to signal verbally and physically (hand in the air, school bell - Alvanley) to children that a lockdown is in place. Children should enter the school building as quickly and safely as possible, following a member of staff through the nearest entrance. Once all pupils, staff and visitors are inside the building and in a safe location, class teacher should take the register and inform office staff via internal school phone system of number of pupils, staff and visitors in the classroom. Headteacher/Assistant Headteacher and office staff to keep an overall record of where each pupil, member of staff and visitor are during a lockdown.
Steps to increase protection	● Lock doors ● Position children away from sightlines from external doors and windows – for example, under a desk ● Turn off lights and monitors ● Close blinds and curtains ● Make sure mobile phones and electronic devices are on silent, or turned off ● Turn off fans (this will reduce noise and the risk of exposure to any chemical or pollution) ● Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Communication channels for staff – work Whatsapp group, and internal school phones (accessible in every classroom, staffroom, office and headteacher office) Where possible, use silent communications and keep noise to a minimum, especially if risk of intruders close by.
Communication with parents/carers during a lockdown	Parents/carers will be notified through a combination of email and text messages using ParentPay, when it is safe to do so. Parents/carers will be asked not to come to the school or call the school, as this will tie up lines that would need to be used to contact emergency services.
Arrangements for pupils or staff with additional needs	Identified children will have a Personal Emergency Evacuation Plan (PEEP) – a customized plan for how a child will evacuate the building during an emergency.

Lockdown duration	According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	Alvanley Site will evacuate to: Name: The White Lion Type of Venue: Public House Contact name and number: here Distance from school: Next door Manley Site will evacuate to: Name: Manley Pre-School building Type of Venue: Pre-school setting Contact name and number: Jane Turner – 07825 955863 Distance from school: Across a small lane
Security lockdown drills	A lockdown drill will take place termly. Before the procedure is introduced, this will be shared with pupils in assembly and with parents/carers via email.

Appendix A

Lockdown drill action checklist for school leaders

Completed directly after all Lockdown Drills:

Date:
Undertaken by (senior member of staff):

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights and fans		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

Dated: January 2026