



## Lock Down Policy and Procedures

<b>DATE APPROVED BY ST. STEPHEN'S PRIMARY SCHOOL</b>	Autumn Term 2025
<b>REVIEW DATE</b>	Autumn Term 2026
<b>APPROVED BY</b>	Finance & Premises Committee

### Rationale

As part of our Health and Safety policies and procedures, the school has a Lock Down Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. In addition, the rooms may need to be secured to prevent access. In some instances, children will need to be taken off site to take them away from the danger [an evacuation] but this would only happen if the children were close to exits and away from the danger. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school 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:

- Nearby chemical spillage
- Proximity of dangerous dogs
- Serious weather conditions
- Attempted access by unauthorised person/persons intent on causing harm/damage.

## Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing:

### On Walkie Talkie - 'Lockdown. Lockdown.'

It will also be followed with an area where it is perceived the danger/risk lies e.g., "football pitch".

**Action Point:** You must ensure that a walkie talkie is with you and on **channel 10** at all times including when out of school (local area).

### Procedures:

Initial	Action	Detail
<b>C</b>	<b>Close</b>	Close all windows and doors.
<b>L</b>	<b>Lock up</b>	Lock up.
<b>O</b>	<b>Out of sight</b>	Out of sight and minimise movement.
<b>S</b>	<b>Stay silent</b>	Stay silent and avoid drawing attention.
<b>E</b>	<b>Endure</b>	Be aware you may be in lock down for some time.

## Lock Down - During The School Day

### Communication Protocol (Radio Silence)

- After the initial signal, walkie talkies **must not be used** until the 'all clear' signal is given.
- If possible, mobile phones **should be put on silent**.
- All communication must be **through text or WhatsApp** on the mobile phones.
- Communication must **only happen in an emergency**.
- SLT will communicate with each other using WhatsApp.

## Immediate Classroom Actions

- Children remain in the room they are in, the staff will ensure the windows and doors are closed/locked/blocked by heavy furniture and screened where possible.
- Children are positioned away from possible sightlines from external windows/doors.
- Ideally, all will be under tables.
- Lights, smart boards and computer monitors to be turned off.

## Off-Site Evacuation (Moormead)

- If the class and staff are outside and the danger is within the school building or at a distance: They will leave the premises and move to Moormead until further instruction.

## Children Outside (During Break/Play)

- If the signal is activated when children are outside, all will be ushered into the school building as quickly as possible.
- All staff, who are on break, must help.
- Once inside the building, the procedure above is followed.

## Staff/Child Welfare

- Use a class list in medical bags to register and make a note of missing children.
- Children or staff not in class (e.g., in toilets) will proceed to the nearest occupied classroom/room and remain with that class and class teacher.
- Members of SLT will check toilets for these instances.
- Staff to support children in keeping calm and silent.

## 'All-Clear' Signal

- All adults are to remain in lock down positions until given the **'all clear' verbal signal** by key staff (e.g., Senior Leadership Team, Chair of Governors or Office Staff).
- **Duress Signal:** If a member of staff or any adult is under duress to call off the lock down, they should announce **'all ok'** (a deviation of the correct end of lockdown signal of 'all clear').

## Post-Lockdown Actions

- As soon as possible after the lock down, teachers return to their classrooms and conduct a register.
- Teachers must notify the office immediately of any pupils not accounted for.

## Staff Roles: During The School Day

Role	Responsibility
Front Desk Staff	Ensure all external doors and gates in the reception area are locked. Call police if necessary. Lock themselves in the main office and close blinds.
Premises Manager/ Business Manager	If possible, lock the Winchester Rd doors and gates.
Teachers/Those Leading Children	Make suitable decisions of where to move if not in the classroom, taking into consideration the area where the danger started.
Individual Teachers/ TAs	Lock/close classroom doors, windows, and blinds. Nearest adult to check exit doors.
SLT	Check toilets and corridors for children.

## Lock Down - End or Beginning of The Day

### Signal

- The signal will be made through the walkie talkie as above.
- The person on duty will **ring the school bell continuously** until it is clear to children/parents/carers that we are in lockdown.
- STARS will change to **channel 10** at handover so they are aware of lockdowns.

### Procedure

- All staff in the playground will support children to enter the nearest door into the school.
- If children are still in the school, they will be kept in the class/room or move to the nearest safe area as per procedures.
- Once all the children are in the building, the normal lockdown procedure will commence (as above).
- If parents/carers are at risk, they will also be asked to come into the building for lockdown.
- **Off-Site Evacuation:** If the class and staff are outside and the danger is within the school building or at a distance, they will leave the premises and move to Moormead until further instruction.
- **Parents:** In advance, parents who are not at risk (e.g., near or out of the premises) will be asked to find a place of safety and not come into the school as this will delay lockdown and risk safety.

## Staff / Club Roles: End or Beginning of The Day

Role	Responsibility
Person recognising the threat	Will call 'Lockdown'. (This could be a person running a club or a member of staff.)
Front Desk Staff	Ensure all external doors and gates in the office area are locked. Call police if necessary. Lock themselves in the main office and close blinds.
Teachers/Those Leading Children	Make suitable decisions of where to take the children if not in the classroom, taking into consideration the area where the danger started.
Premises Manager/ Business Manager	If possible, lock the Winchester Rd doors and gates.
Individual Teachers/ TAs/ STARS staff/ Clubs	Lock/close classroom/room doors, windows and blinds. Nearest adult to check exit doors.
SLT	Check toilets and corridors for children.

## Lock Down - STARS and Clubs

### Signal

- The signal will be made through the walkie talkie as above.
- The person with children outside will **ring the school bell continuously** until it is clear to children that we are in lockdown.
- Please remember that STARS are on channel 12 and so will also need to be informed.

### Procedure

- All staff in the playground will support children to enter the nearest door into the school.

- If children are still in the school they will be kept in the class/room or move to the nearest safe area as per procedures.
- Once all the children are in the building, the normal lockdown procedure will commence (as above).
- **Off-Site Evacuation:** If the class and staff are outside and the danger is within the school building or at a distance, they will leave the premises and move to **Moormead** until further instruction.

### Staff Roles: STARS and Clubs

Role	Responsibility
<b>Front Desk Staff</b>	If still on site: Ensure all external doors and gates in the reception area are locked and police called if necessary. Lock themselves in the main office and close blinds. If not on site, this job will be completed by <b>SLT</b> .
<b>Premises Manager/ Business Manager</b>	If possible, lock the Winchester Rd doors and gates.
<b>Individual Teachers/ TAs/ STARS staff/ Club leaders</b>	Lock/close classroom/room doors, windows and blinds. Nearest adult to check exit doors. Individual staff/club leaders will make decisions based on the safety of the area and act appropriately.
<b>SLT</b>	Must inform the wider staff team when leaving the building so that it is known who is still on duty. Jo will check that a member of SLT is in the building in the morning.
<b>SLT</b>	Check toilets and corridors for children. In the absence of SLT, the STARS manager will take this role.

### Communication with Parents

If necessary and possible, parents will be notified as soon as it is practical to do so via the school's established communication network.

**Parents will be told:**

‘...the school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody is allowed in or out...’

### Key Restrictions for Parents

- Depending on the type and severity of the incident, parents may be asked **NOT to collect their children** from school.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines and may risk safety.

### Post-Lockdown Communication

- If the end of the day is extended, if possible, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures.

### Lock Down Drills

- Lock down practices will take place at least once a year to ensure everyone knows exactly what to do.
- Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

### Review

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

### Lock Down Plan

#### Management and Control

Nominated Person	Responsibility
Headteacher/ SLT/ STARS manager	Checking corridors / areas for children in toilets / walking in corridors
Office staff or in absence SLT or STARS manager	Initial contact with the emergency services. Liaison with parents during lockdown (if possible).

<b>Deputy headteacher</b>	Liaison with parents post lockdown.
<b>Staff / club leads</b>	Pupil control and registering children silently. Noting missing children.
<b>Premises Manager/ Business Manager if premises manager not on site</b>	Locking external doors and gates (if possible).

## Signals

Action	Signal
<b>Lockdown</b>	Walkie Talkie – ‘ <b>Lockdown. Lockdown!</b> ’ followed immediately by naming the location.
<b>All-Clear</b>	Walkie Talkie – ‘ <b>all clear</b> ’

## Lockdown Summary Points

Category	Detail
<b>Specified assembly points</b>	Classroom, Offices, School Hall, group rooms
<b>Entrance points</b>	Chertsey Rd gate
<b>Communication arrangements</b>	Telephone System, Mobile phones using Chat, Email



### Lock Down Plan (Step-by-Step Actions)

Step	Initial Response	Who?	Check	Time	Signed
1.	Ensure all pupils are inside.	All staff	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	Premises Manager	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	Office/ SLT if office not on site	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and pull blinds down to avoid detection. Put mobile phones on silent. Turn off lights and computers. Stay away from windows and doors.	All staff	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	Person leading class	<input type="checkbox"/>		

6.	Check for missing or injured staff members and pupils if it is safe to do so.	Headteacher	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	All staff	<input type="checkbox"/>		

<b>Policy Author:</b>	<b>Date:</b>
Agreed by Governors	Date: _____
To be reviewed	