



*Together we 'Love, Learn, Respect and Appreciate'*

# Lockdown Policy 2025/26

<b>Lockdown Policy</b>		
<b>Approved by</b>	Governing Body	September 2025
<b>Next Review Due</b>	December 2027	

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## 1. Introduction

'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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The proximity of a dangerous dog/animal roaming loose.

## 2. 'Lockdown' Alert

The nominated Lockdown Manager at the school is the Headteacher Sharon Orwin or Deputy Gail Furness or Dee Bonsall; they will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in section 6.

The continuous sound of the fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm continuously sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

## 3. Lockdown Arrangements

Staff will be alerted by a partial lockdown verbally, resulting in staff and pupils remaining in the school building and all external doors being locked/shut (first checking that no pupils or staff are outside). Any staff and/or pupils in the playground must make their way immediately to the nearest entrance into the school. Staff members should close all windows and the window coverings when a verbal 'partial' lockdown is initiated. No one can be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so.

This may be because of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school, but whereby that risk is not immediate. It may also be because of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.

The aim of a full 'lockdown' is for the school and its rooms to appear empty. A full lockdown will be initiated by activation of the Lockdown Alarm.

### ***Immediate action for full Lockdown:***

- All pupils/staff to stay in their classroom or move to the nearest safe classroom.
- Office staff should remain in their office if it is safe, otherwise leave the office (locking door behind them) and moving to the Headteachers office.
- All outside activity to cease, pupils and staff return to the building.
- External doors locked.
- Classroom doors locked (where a member of staff with a key is present) or barricaded.
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights, smartboards and computer monitors turned off.
- Staff mobiles to be set to silent with no vibrate.
- A register to be taken of all pupils and staff in each classroom.
- Communicate register of staff and pupils to the Lockdown Manager if safely possibly.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a lockdown will be via direct communication from the Lockdown Manager or senior leadership team. Staff are not to use the school's email system as these may not be secure. Emergency Services will advise as to the best course of action in respect of the prevailing threat. Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

## **4. Unsafe Areas (if applicable)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- Main Hall

## **5. Communication with Parents and Carers**

The 'lockdown' manager will inform parents and carers that the school is in lockdown via the school's 'OurSchoolApp' system, the below template will be prepared and used:

*'The school is in a lockdown situation. During this period phones will not be answered, all doors are locked, and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can.'*

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

- All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.
- Parents and carers must not try to contact the school during the 'lockdown'.

- Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

## **6. Roles and Responsibilities**

### ***Lockdown Manager***

This is the Headteacher Sharon Orwin. A deputy Lockdown Manager Gail Furness or Dee Bonsall is designated in case the Lockdown Manager is not on the school site at the time a lockdown is declared.

The following procedure is followed:

- Alert all staff and pupils of the need to 'lockdown' the school.
- Partial Lockdown will be initiated verbally.
- Full Lockdown will be initiated by activating the lockdown alarm.
- Inform emergency services immediately if they have initiated the full lockdown alarm. Contact the Resilience and Emergencies Team (WBC) on 01925 442657, 442174, 443530, 442141 or email [health&safety@warrington.gov.uk](mailto:health&safety@warrington.gov.uk)
- Ensure communication networks with all key staff are established.

### ***Office Staff***

- On partial lockdown, contact all class teachers to check that everyone is accounted for.
- Secure the front entrance door.
- On full lockdown, collect urgent medical supplies and school registers.
- Leave the school office and lock door on exiting (if safe to do so). Go to the Headteacher's office and close windows/blinds and secure the internal door.
- Use school app/telephone to check with teachers that everyone is accounted for.
- Inform parents/carers via the PARENTMAIL system that school is in full lockdown.

### ***Site Staff***

- On partial lockdown, check external playgrounds are clear and lock all external doors in main corridors, main hall, staff room and kitchen.
- Sweep the circulation routes and toilets to check for pupils and staff.
- Go to Headteachers office for next instruction i.e. to isolate air conditioning units if necessary.
- On Full Lockdown, check external playgrounds (if safe to do so) before locking corridor doors. Turn off all corridor lights.
- Sweep the circulation routes and toilets to check for pupils and staff if it is safe to do so.
- Contact Lockdown Manager for further instruction.

### ***Classroom Based Staff***

- Lock all external classroom doors
- Secure all internal classroom doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or lower blinds.

- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager. Office Based and Site Staff
- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.
- Turn off lights

## 7. Sample letter to parents/carers

Dear Parents and Carers,

### **Re: Emergency Lockdown Procedure**

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

- A reported incident, disturbance in the local community.
- An intruder on the site.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school.
- The proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open.
- If pupils are outside, staff will bring them back into their classrooms.
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil.
- Site and office staff will ensure all external doors are secured and closed.
- Emergency services will be notified.
- A message will be sent to parents and carers via our normal systems to advise of the emergency.
- Pupils will not be released from the school until the all clear is given.
- Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they must do.

In the unlikely event that we must put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

## **8. Invacuation drills**

Practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in a lockdown situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. (Children will not be asked to hide during practices)

**Policy updated-** September 2025

**To be reviewed-** December 2026