Lock Down Policy and Procedures 2026

Date:	Review Date:	Coordinator:	Nominated Governor:	
September 2026	September 2028	Mrs C Rowett	Matthew Kettlewell (H&S)	
Headteacher:		Mrs C Rowett	Date:	08.10.26
Chair of Governors:		Mr C Lea	Date:	08.10.26

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. 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing **X5 3 second bursts** of the school bell.

Procedures:

Follow the **CLOSE** procedure:

C close all windows and doors

L lock up

O out of sight and minimise movement

S stay silent and avoid drawing attention

E endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ blinds where it is possible to remain safe.

2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned 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.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

6. If practicable staff should notify school admin by text or WhatsApp of children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff **in person** that there is an all clear.

9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrators to ensure they enter the Head's office, lock the door and call the police if necessary.

2. Head and or SLT to lock the school's front doors and entrances.

3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents

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

Parents will be told:

'..the school is in a full lockdown situation. During this period the switchboard 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 lock down.

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 lock down, 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year 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.

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	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Teachers	Pupil control

Signals	
Signal for lockdown	5 times 3 second bursts of the school bell.
Signal for all-clear	Member of the SLT or Chair of Governors will come to each area of the school

Lockdown	
Specified assembly points	Classrooms/cloakrooms, see below
Entrance points	All external doors All internal doors Fire doors All windows
Communication arrangements	Mobile phones on silent – messages sent via secure email or Skype.
Notes	**In the event of someone being taken hostage on the premises, the school should seek of evacuate the rest of the site to Lead Lane or Whitcliffe Grove.**

Lock Down Plan				
Step	**Initial response**	**Check**	**Time**	**Signed**
1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety CTs responsible for own class. To take cover under the tables.	☐		
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building TAs	☐		
3	Dial 999 for each emergency service that the incident requires. School administrator/Headteacher	☐		
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 draw curtains to avoid detection. · Put mobile phones on silent · Turn off lights and computers. · Stay away from windows and doors. CTs responsible for own class All classrooms to move tables in front of classroom door and hide beneath, using chairs along the edges. Children in the hall to use the library Children in the foundation stage unit to use the toilets – no windows.	☐		
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. Nearest fire escape.	☐		
6	Check for missing or injured staff members and pupils if it is safe to do so. CTs	☐		
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	☐		

- Staff will be alerted to the activation of the plan through the recognised signal, audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide in the back gardens in Whitcliffe Grove or in the Salvation Army Centre on Lead Lane.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should make a note of any pupils not accounted and send an email from their phone, and if appropriate, instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.

- As appropriate, the school office will establish communication with the Emergency Services and notify North Yorkshire County Council via the 'School Emergency' phone number.
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: 'Partial lockdown'
This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via school bell ringing 2 x short blasts followed by 2 x long blasts).
- All staff and pupils remain in building and external doors and windows locked.
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight, head count taken and emailed to the school admin address.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and an email may be sent which is a cue to evacuate the building to Whitcliffe Grove or the Salvation Army.
- During the lockdown, staff will keep agreed lines of communication open, via mobile phones, but will not make unnecessary calls to the central office as this could delay more important communication, using email or texting.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.
In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told
'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out…'

Emergency Services
It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, North Yorkshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.