

Security Lockdown Policy & Procedure



Approved by:	Local Governing Body	Date:
Last reviewed in:	June 2026	
Next review due by:	June 2028	

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Head of School	Decide on the type of response needed, co-ordinate the response including staff communications and delegation of actions. Follow the plan and record actions taken. Call and maintain contact with the emergency services or delegate this responsibility according to circumstance. Coordinate communications with parents / carers as required.	Internal: [REDACTED] Main School: 01508 520359 (ext. as above)
Assistant Headteachers	Escort visitors in reception to staff corridor individual offices if safe to do so. The head of school responsibilities above may be delegated to assistant heads depending on circumstances.	Internal Numbers: ABR: [REDACTED] APR: [REDACTED] RGR: [REDACTED] JWI: [REDACTED]
Teachers and support staff	Bring pupils to classrooms or other places of safety. Take a register of those in the locked space and stay with pupils. Ensure all students are accounted for and classrooms are calm / quiet. Act on communications by senior leaders. Liaise with Head of School on contact with families (MBI or PMC). Front office - contact the canteen / kitchen team to ensure they know we are in lockdown (Office team).	MBI: [REDACTED] PMC: [REDACTED]
Site Team	Make sure all access points are secured as necessary in response to the situation. Individuals to lead on this will depend on shift pattern / staff on site.	Site team office: [REDACTED] Radio channel 6

Staff to use email as primary communication - radio channel 2 may also be used as a means of communication.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
The signal for lockdown will be persistent repeating short bursts of the main school bell that is used for breaks / end of lessons etc. These repeated bursts will sound for approx. one minute. An email will also be sent to all staff stating that a lockdown has been activated.	To signal 'all clear' there will be persistent repeating short bursts of the main school bell (the same signal as for going into lockdown). An email will also be sent to signal the all clear.

Security lockdown plan

Our safe assembly points	The safe assembly points are classrooms, the sports hall and offices. In a situation where the risk is posed by a person / animal on the school site, the signal for lockdown will be acted upon by students and staff being locked in classrooms / offices / other lockable spaces to lower risk. Staff and students will remain in classrooms / offices / other lockable spaces until the all clear signal(s).
Secure entrance and exit points	If the risk is from a potential intruder / animal on site but not in the building, the site team or staff close to entrance / exit points will lock them to restrict access if safe to do so.
Bringing pupils inside	In a situation where students are outside of classrooms due to break / lunch break or an outside lesson such as PE, the same signal will be used (repeated short bursts of the bell) to bring students into rooms. Radios will be used for communication between staff if possible. Staff outside of rooms / on duty will encourage students not in rooms to return to classrooms swiftly and act on staff instructions. It will be made clear that lockdown procedures have been activated. Any students already in rooms at break / lunch (eg form rooms) should remain where they are. Staff to go to their normal teaching rooms or rooms nearby and lock them. Students on the field should go to the sports hall or enter the main school building – whichever is closer. Students on the back playground / hard court should go to H6 / IEU. If students are participating in PE on the field or astro, they will be taken to the sports hall or classroom of the future.
Steps to increase protection during a lockdown	• Ensure classroom / office doors are locked • Staff / children stay away from classroom / office doors • Turn off lights and close blinds • Remain quiet • Ask children to hide under desks if directed to do so via email / radio

Internal communication during a lockdown	The following means of communications will be used in a lockdown situation: • Emails coordinated by the head of school or another member of staff delegated to do so • Use of the internal telephone system • Use of radios – channel 2 Where possible, noise will be kept to a minimum, especially if intruders are close by.
Communication with parents/carers during a lockdown	Communications with parents / carers will depend on the nature of specific situations. Group call will be used to email parents / carers, and the texting function may also be utilised if more rapid contact is required. Students will be discouraged from communicating with families by staff in classrooms / offices.
Arrangements for pupils or staff with additional needs	Staff to be aware of students on the SEN register who may require additional support and communication in a lockdown situation and respond accordingly. If students have been released early from lessons to support their need, they should be allowed into the nearest classroom in a lockdown situation.
Lockdown duration	The school will remain in a state of lockdown until the head of school / a senior member of staff or the emergency services confirm that the lockdown procedures have been lifted and the signal for the end of lockdown is sounded (repeated short bursts of the bell).
Evacuation plan, if needed	For other situations where there are dangers on the school site such as fire, a gas or a chemical leak, our evacuation plan will be followed. Evacuation will not be used if there is an intruder unless it is felt this will make staff / students safer.
Security lockdown drills	A lockdown drill will be carried out at least once a year. Students and families will be informed of the approximate timing of a drill (eg the week it is in) and reminded of procedures in this policy.

Appendix 1 - Lockdown drill / procedure action check list

This checklist will be used as aide memoir when the lockdown drill / procedure takes place, and completed either during or shortly after an event by a senior leader / office leader.

Date of lockdown drill / procedure use:

Step/ procedure	Time	Signed
Sound alarm/signal, begin lockdown procedure and lockdown email sent		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe lockable rooms and spaces (this will be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers or other means		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Turn off lights / screens		
Direct all pupils in locked rooms / offices away from windows and doors		
Stay as silent as possible		
Use the emergency evacuation procedure if required		
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 told to evacuate		

Appendix 2 - Lockdown Key Reminders Sheet

- Signal for lockdown – repeated short bursts of the school bell and lockdown email sent
- End of lockdown / all clear – same signal as above and email
 - RLI to give the all clear (or police / other SLT)
 - Remain in rooms or go to nearest room / lock doors
 - If outside – make use of sports hall / IEU & H6
- Rooms to be locked – remain inside and quiet / away from doors and windows
 - Turn lights out and close blinds / curtains
- Use of radio channel 2 / email / internal telephone system to maintain contact
- Act on communications eg for students to be under tables