



Lock Down Policy 2025

Produced By:	DFE guidance
Approved for School:	
Headteacher: K Simons	 <i>Ksimons</i>(Signature)
Date:	
Approved by Governing Body:	
Chair/Deputy Chair: Jon Hannan	...J. Hannan(Signature)
Date:	

Rationale

Although incidents requiring a school lockdown are rare, Wallop Primary takes the health, safety, and welfare of its staff, pupils, and visitors extremely seriously. We believe it is essential to have clear contingency plans in place to ensure everyone's safety in the event of a potential threat.

This policy outlines the measures to be taken if students, staff, and visitors are faced with hazards on or near the school site. In such situations, it may be necessary to secure individuals inside the school buildings for their own protection. Lockdown procedures may be activated in response to scenarios such as:

- The presence of a dangerous animal or intruder on school grounds
- A hazardous incident (e.g. a chemical spill)
- A major fire in the vicinity of the school

Aims

- To provide a safe and secure environment for all pupils, staff, and visitors
- To establish clear protocols and procedures for managing potentially dangerous situations effectively, in relation to lockdown

All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Lockdown drills could be carried out just with staff so as to avoid unsettling or frightening the children. The SLT will discuss the appropriateness of the level of drill required each year, and share plans with the governing body. Parents will be informed if a lockdown drill is taking place, so as to support the children at home.

Staff Responsibilities:

Staff member	Responsibilities
Headteacher	From information available: - Decide on the response needed. - Coordinate the response - Follow the plan - Record actions taken - Maintain contact with emergency services The HT will have no communication with any parents / press / other agencies or external people until advised by the emergency services. In the absence of the HT, the SLT will carry out these responsibilities.
SLT (KM, LR, HW)	- Escort visitors to a safe place - Ensure that any volunteers / other staff (e.g. peripatetic teachers) are in a safe place - Maintain communication with HT There must be no communication with any parents / press / other agencies or external people
Teachers & LSAs	- Bring class pupils to the nearest classroom and ensure that all pupils are away from windows / doors - Take register & stay with the pupils. - Ensure fire doors in classrooms are securely closed. Close windows and pull down blinds / close curtains. Switch off lights, computer and smartboard screens - Check corridors / toilets / libraries for any other children and bring them into the classroom as the nearest safe place. - Use staff Whatsapp to communicate that any 'extra' pupils in your classroom are safe so that they can be accounted for by their own class teacher - Use staff Whatsapp to inform Admin staff of any pupils/staff members unaccounted for All staff will follow the CLOSE procedure: - Close all windows and doors - Lock up - Out of site and minimise movement - Stay silent and avoid drawing attention - Endure. Be aware you may be in lockdown for some time No-one should move about the school. There must be no communication with any parents / press / other agencies or external people
Admin/site staff	- Inform preschool on shared site of lockdown status - Sweep through school checking toilets. Stay in classroom at end of walk once sweep complete. - Maintain contact with parents and carers - via school website / Arbor emails under the direction of the HT - Maintain communication with HT - Maintain communication with staff through Whatsapp - Note any pupils unaccounted for and communicate to HT / emergency services There must be no communication with any press / other agencies or external people

in the event that a lockdown is necessary during playtime / lunchtime or if a class is outside on the playground or field:	
Class outside on playground/field	- The teacher will bring all pupils inside via the nearest available entrance and will secure the entrance once all children and staff are inside. - If this entrance leads to a classroom, the staff & pupils will remain there, observing the criteria for all staff (above). There must be no communication with any parents / press / other agencies or external people
During playtime or lunchtime	- Staff on duty will blow a whistle to gain all children's attention - Loud and clear instructions will be given to all children to enter the building at their nearest classroom entrance. Staff inside the building will assist with this. - Once inside, if safe to do so, children will move to their classroom or nearest classroom in their year group area to be accounted for. If at lunchtime: - The playground will be cleared as above - Staff in the dining room will close and bolt the entrance door & ensure the fire doors are securely shut - A member of staff will inform the kitchen staff who will secure their exits and close blinds. - Close the curtains, switch off lights and keep the children as quiet as possible and away from windows - Staff in the dining room will communicate via radio and/or staff Whatsapp to communicate pupils' safety. Noting the year groups they have present and names of pupils for accountability No-one should leave the dining room There must be no communication with any parents / press / other agencies or external people

Signal for lockdown	Signal for all clear
- HT/admin staff, long blast of a whistle followed by shouting, "LOCK DOWN". - Message sent in Whatsapp group saying "lockdown"	All staff will remain in lockdown positions until a message is given <u>in person</u> by the HT, SLT or a member of the Admin Team that it is safe to come out of lockdown. Staff to debrief as soon after lockdown as possible.

All staff in school will follow the protocol and procedures outlined in the school's emergency response plan

For Parents:

Parents too should know that the school has a lockdown policy, and a copy will be placed on the school's website.

Admin staff will notify parents, as soon as it is practical to do so following the above protocol, via Arbor. Parents will be told: *'The school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external gates and doors locked and nobody allowed in or out.'*

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If the school day is extended due to the

lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of all children and school personnel.

Drills

The Headteacher (other most senior person on site in their absence) shall be responsible for holding drills with staff and/or children if considered appropriate to ensure that correct procedure is known and implemented. It may not be practical to test all aspects of the arrangements with children.

Review

The policy will be presented to the Governing Body and reviewed every year in line with other safeguarding policies but will be reviewed by the headteacher, and updated if necessary, after each occurrence.