



**ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**



## **LOCKDOWN POLICY**

**'Together With God, Making Learning a Life Long Friend'**

Approved:	16.03.2026
Review Date:	31.03.2027

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)*

### **Introduction**

St Anne's Primary School has considered the need for robust and tested school lockdown procedures. 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 pupils, staff and visitors in the school.

### **Aims**

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The purpose of a lockdown is to prevent an intruder or **an event** from causing harm to pupils and staff. Entrances to the school must be secured in an **effort to prevent harm to all connected with the school**.

A clear signal for a lockdown that is distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making themselves more vulnerable to an intruder.

### **Principles**

#### **School Procedures:**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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)
- A major fire in the vicinity of the school.
- The close proximity **of an animal that is uncontrollable**.

### **Lockdown:**

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school - **the lockdown switch is in the office which is key operated.**
- Pupils who are outside of the school buildings are brought inside via the nearest entrance (this could be different buildings) by a member of staff as quickly as possible
- Those inside the school should remain in their classrooms
- **In the event of the lockdown- partial lockdown procedures initially implemented. (see below) This can be escalated up or down the scale.**
- External doors locked & checked by the most senior SLT, classroom doors / applicable rooms are locked from the inside, windows shut and blinds drawn.
- There are three levels of lockdown. (see below). This will be communicated via email. (see partial lockdown)
- Register taken - the office will contact each class in turn for an attendance report via internal email. 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 which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication (school email) open but not make unnecessary calls to the main office as this could delay more important communication.
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible 101 or 999
- **Parents should be notified of a Lockdown as soon as it is practicable and safe to do so via the school's text messaging service (Teachers2Parents) and clear instructions to follow.**
- Pupils will not be released to parents during a lockdown
- **Staff should await further instructions via internal email. Lockdown is only lifted through verbal communication by SLT or email. The turning off of the alarm does not signal the end of lockdown.**

It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, office staff, teaching staff and non-teaching 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. Parents too should know that the school has a lockdown plan, and a copy will be placed on the school's website. Lockdown Procedure is displayed on doors alongside Fire procedure.

### **Partial Lockdown:**

During Lockdown, an alert may be announced to staff via SLT that we have moved to a state of 'Partial lockdown'. This may be when the risk has been reduced, this is the decision of SLT and means that ALL staff and pupils remain in the building and external doors and windows remain locked but that free movement may be permitted within the building.

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

'Partial lockdown' could also be used as a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. For example, 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-** All external doors, classroom doors locked, windows closed and blinds drawn and pupils sit quietly out of sight (eg under desk or around a corner) Children may continue an activity. E.g. teacher reading a story. This is for the most seriousness of incident.

**-Partial lockdown-** External doors locked & checked, windows shut and blinds drawn. Lessons continue.

**-Light lockdown-** only external doors locked. Movement allowed within the school.

#### **Communication between parents and the school:**

The school lockdown policy will be on the school website.

In the event of a Lockdown a Lockdown text will be sent to parents and a letter with more information will follow as soon as possible. Parents will be concerned and so regular communication of accurate information will help to alleviate undue anxiety.

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 you about when it is safe for you to come and collect your children, and where this will be from.

The communication with parents is to reassure them that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

#### **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 Head teacher with regarding the timing of communication to parents.

#### **Monitoring and Review**

This policy will be reviewed annually or/and in light of any statutory or advisory changes.

## ST ANNE'S LOCKDOWN PROCEDURES



Lockdown is signalled by member of staff and/or the sounding of the lockdown alarm. (Lockdown Switch in main office)



Pupils and staff enter the building via their nearest entrance and the main lockdown alarm is sounded to signal to anyone else remaining outside to come in (if this has not already been sounded). Lock ALL external doors & SLT check this. Where possible, staff and pupils go in to their classroom and SLT go to main school office. If in the building, classes stay in the room they are in. Anyone inside the building remains inside.

Classroom/room doors locked, windows locked, blinds drawn. An activity of calm commences

A member of SLT/ office member will contact Emergency Services.

Register taken using class list in classroom. Office will contact each class in turn for an attendance report via internal email

Parents should be notified using the text service for lockdown, via the school's text messaging service by a member of the office. Pupils will not be released to parents during a lockdown.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency service. This could be 'partial lockdown'. This may be when the risk has been reduced, this is the decision of SLT and means that ALL staff and pupils remain in the building and external doors and windows remain locked but that free movement may be permitted within the building. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Once lockdown, including partial lockdown, is lifted by SLT/emergency services & normal school life has resumed parents will be notified via text by the office.