

Templefield Lower School

Lockdown Policy and Procedures



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Rationale

All schools should consider 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 staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm or damage.

Notification of lockdown.

Staff will be notified that lockdown procedures are to take place immediately on hearing the lockdown alarm or the message 'Lockdown, Lockdown, Lockdown' via the two-way radios.

Procedures

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up (and barricade doors if an intruder is present)
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of all external doors and internal doors, where it is possible, to remain safe.

The office staff will also send an email to all staff explaining the school is now in lockdown and everyone is to stay in the room until told otherwise by the Headteacher (or the Deputy Headteacher in their absence).

At the given signal, the children must remain in the room they are in and staff will ensure the windows and doors are closed/locked and blinds closed where possible. Children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors will be turned off. Mobile phones are put on silent mode.

A register will be taken to ensure all children are present. If they are not present, an email will be sent to the office staff to inform them.

Children, adults (e.g. volunteers etc) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and teacher e.g. children using the toilet when the lockdown procedure is engaged.

No adult or child is to leave the room for any reason whilst in lockdown.

Catering staff will make sure all doors and windows are closed/locked (including the gate), close the shutter to the kitchen, turn off the lights and text the office to say they are all present.

If practicable staff should notify the office by email that they have entered lockdown and identify those children not accounted for and of any extra children who are now in lockdown in their room with them. If they are unable to email for any reason they must text instead.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown position until informed by key staff (e.g. Headteacher or Deputy Headteacher) in person that there is an all clear.

As soon as possible after the lockdown, teachers will return to their classrooms, conduct a register and notify the office immediately of any pupils not accounted for.

Staff roles

The Headteacher (or the Deputy Headteacher in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

The Headteacher or office staff will call the emergency services to let them know.

If a class is out of school (e.g. on a school trip), the office staff will call the class teacher and warn them that the school is in lockdown. Advice will be given as to when it is safe to return to school.

Teachers and support staff will secure the doors and windows. The office staff will make sure all access points are secure, including the main entrance and school gates.

Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or reading a book and keep alert to the emotional needs of the pupils. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via text through the school text system. Parents will be told:

'The school is in a lockdown situation. During this period, the phones must not be used 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 lockdown.

Parents will be asked not to call the school as this may tie up emergency phone lines. If the end of the day is extended due to the lockdown, parents will be notified by the office staff and will receive information about the time and place pupils can be picked up from.

A letter will be sent to parents as soon as possible following any serious incident to inform them of the context of the lockdown and to encourage them to reinforce with their children the importance of following these procedures in very rare circumstances.

Lockdown drills

Lockdown drills will take place at least once a year to ensure everyone knows exactly what to do in such a situation and to identify required improvements. Following this, staff will be debriefed and a discussion held about how to respond to a variety of situations if they arise.

Review

The governing body will review this policy every two years. The governors may review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Approved by governors: July 2026

Last reviewed: May 2026

Next review: May 2028