



TANFIELD

SCHOOL

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LOCKDOWN POLICY

Document Control

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Related Documents/Policies

References	Title
	Safeguarding Policy

CONTENTS

1. Introduction	4
2. Procedure overview	4
3. Full lockdown procedure.....	4
4. Partial lockdown procedure.....	7
5. Communication with parents	7
6. Lockdown drills	8

1. INTRODUCTION

All schools should consider the need for robust and tested school lock down procedures. Lock down 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/damage.

This policy sets out the guidance and procedure to be followed in the event of a full or partial lockdown that may be required to ensure the safety of our staff, students, and visitors.

2. PROCEDURE OVERVIEW

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

3. FULL LOCKDOWN PROCEDURE

Staff responsibilities	
Headteacher / SLT	<ul style="list-style-type: none"> • Initiate lockdown procedure • Monitor and manage lockdown • Initiating and managing further procedures as required under the school's Business Continuity Plan
Business Support Team	<ul style="list-style-type: none"> • Trigger lockdown signal(s) • Liaise with emergency services • Central communication centre for staff
Business Services Facilities Team	<ul style="list-style-type: none"> • Support with safely moving persons around building • Secure building as necessary
Teachers and other members of staff	<ul style="list-style-type: none"> • Support students throughout incident • Ensure all pupils are supervised throughout incident
Signals	
Lockdown signals	<ul style="list-style-type: none"> • Dedicated alarm tone (different from changeover bell / fire alarm) • Email • Impero (pop up message on machines) • Radio communications • Word of mouth
All clear signal	<ul style="list-style-type: none"> • Dedicated alarm tone will stop sounding • Email • Impero (pop up message on machines) • Radio communications
Evacuation signal	<ul style="list-style-type: none"> • Will be communicated by radio and email. The fire system will NOT be used for this due to being able to be triggered in public areas
Lockdown	
Assembly points	<ul style="list-style-type: none"> • Secure yourself and all students under your supervision in a classroom and await further instruction • If in an open space (sports field etc) follow steps to safely bring students inside
Entrance and exit points	<ul style="list-style-type: none"> • Windows should be closed and secured • North block doors have thumbs turns internally to easily secure • South block doors require the use of a key to secure from inside
Bringing students inside	<ul style="list-style-type: none"> • Lockdown signal should be audible from most external locations on site • Radio communication will be used to alert staff outside

	<ul style="list-style-type: none"> • Students are to be brought inside to the nearest classroom available • Registers are to be taken to ensure all students are secured
Steps to increase protection from danger	<ul style="list-style-type: none"> • Use of chairs and tables may be required to help secure entryways • Blinds can be closed if required • Students should be positioned away from sightlines – desks can be used to create screens if required • Student mobile phones must not be used. This MUST be monitored and managed by supervising members of staff • Staff mobile phones should only be used for direct, internal communication of the incident. These are not to be used for any external communication
Internal communication	<ul style="list-style-type: none"> • Radio is the main source of communicating during lockdown – to be kept to a minimal to keep channel open for key communications • Personal mobile phones may be used to phone the school office or other members of staff • Email may be harder to check and therefore only used if the aforementioned communication methods are not possible
Communication with parents	<ul style="list-style-type: none"> • Arbor / text message / email • Parents to be advised not to call the school as it will tie up lines that would be needed to communicate with external agencies
Additional notes	<ul style="list-style-type: none"> • Students with additional needs have individual plans in place, carried out by the SEN department • Changing from a lockdown to an evacuation will be signalled by radio communication and email. The fire system will NOT be used for this due to being able to be triggered in public areas • In the event of a lockdown incident, staff are required to secure themselves and students under their supervision in a classroom or other safe place until otherwise instructed. • The only persons that can instigate the lockdown procedures are members of SLT. • The lockdown alarm is located in the main office. Member of the Business Support Team are trained in raising the alarm and will do so under the direction of SLT.

	<ul style="list-style-type: none"> • Emergency services will be communicated with as required and as directed by SLT. • Contractors are required to remain in their location and secure themselves as best as possible. • Visitors are to remain with the person they are visiting. • On no account should students or staff leave classrooms or secure areas unless directed to do so by a member of SLT.
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4. PARTIAL LOCKDOWN PROCEDURE

There may be occasions when a full lockdown situation is not required, i.e. a demonstration in the street, whereby teaching and learning can continue but precautionary measures can be put in place. For example, restricting access by locking all external doors, locking gates and keeping students within the building.

A minor situation of this nature can be managed by the SLT and Business Services Facilities Team as required.

5. COMMUNICATION WITH PARENTS

If necessary, parents will be notified as soon as it is practical to do so.

Parents will be told: 'The school is in a full lockdown situation. During this period the phones must not be used, and entrances will be un-manned. External doors are locked and nobody is 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.

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

6. LOCKDOWN DRILLS

Lockdown drills 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.