Bledington Primary School

Lock Down Policy

Date of Policy 01.08.26	*Date of ratification by Governing Body* *07.10.26*	**Signed:** **COHEADTEACHERS** **Jill Kewley & Amanda Ziebeck**  **COCHAIRS OF GOVERNORS** *K Dainty A Hammerstein*

Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

1. Policy Statement

Bledington Primary school is committed to safeguarding and promoting the welfare of all children and staff. In certain situations it may be safer to remain inside the building rather than evacuate. Lockdown procedures are intended to protect pupils, staff, visitors and contractors from potential threats arising from incidents occurring either within the school premises or in the local community.

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Emergency Plan
- Fire Safety and Evacuation Procedures
- Behaviour Policy
- SEND Policy

This policy supports the school's duties under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education (KCSIE)
- Department for Education School Security Guidance
- Equality Act 2010

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2. Circumstances for Lockdown

Lockdown procedures may be activated in response to:

1. A reported incident or disturbance in the local community.
2. An intruder on the school site.
3. A warning regarding local air pollution, smoke plume or gas cloud.
4. A major fire in the vicinity of the school.
5. The close proximity of a dangerous animal.
6. A serious security threat.
7. Police advice requiring pupils and staff to remain indoors.

The CoHeadteachers, or person in charge, will assess the risk and determine the appropriate response.

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3. Lockdown Signal

The lockdown signal will be:

A series of 3 short, 3 long, 3 short (SOS) whistle blasts.

Where possible, this will be supplemented by:

- Telephone communication
- Internal messaging systems
- Verbal communication via staff

The signal for fire evacuation remains a continuous ringing bell and must not be confused with the lockdown signal.

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4. Lockdown Procedures

Upon hearing the lockdown signal:

Staff Responsibilities

- Immediately bring all pupils indoors if safe to do so.
- Escort any pupils, visitors or volunteers into the nearest secure room.
- Lock external and internal doors where possible.
- Close and secure windows.
- Close blinds or curtains where available.
- Move pupils away from windows and doors.
- Maintain calm and reassure pupils.
- Take an immediate register using the most current attendance information.
- Report any missing pupil, staff member or visitor to the school office or CoHeadteachers.
- Remain in the secured location until the all-clear is given.

Office Staff Responsibilities

- Secure reception and administrative areas.
- Monitor communication channels.
- Contact emergency services if required.
- Maintain a log of events and decisions.
- Support communication with parents when authorised by the CoHeadteachers.

CoHeadteachers or Person in Charge

- Coordinate the incident response.
- Liaise with emergency services.
- Determine whether the lockdown should continue, be escalated, or be lifted.
- Ensure records are maintained following the incident.

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5. Pupils with Additional Needs

The school recognises that some pupils may require additional support during an emergency.

Individual risk assessments and Personal Emergency Evacuation Plans (PEEPs), where appropriate, will identify any adaptations required for pupils with:

- SEND
- Medical needs
- Mobility difficulties
- Communication needs
- Social, emotional or mental health needs

Staff responsible for these pupils must be familiar with the arrangements.

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6. Visitors and Contractors

All visitors and contractors on site must:

- Sign in via the school office.
- Receive safeguarding and emergency information.
- Follow staff instructions during a lockdown.

Staff must account for visitors within their area whenever possible.

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7. Communication with Parents

During a lockdown:

- Parents must not come to school unless specifically requested.
- Communication will be issued via ParentMail, text message, telephone, email or the school website, where practical.
- Information released during an ongoing incident will be agreed with emergency services where necessary.
- The school will provide updates as soon as it is safe to do so.

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8. Collection of Pupils

If a lockdown remains in place at the end of the school day:

- Pupils will only be released when authorised by the CoHeadteachers or emergency services.
- Children may be collected only by a parent or nominated adult recorded on the school's systems.
- Identification may be requested.
- Uncollected pupils will remain supervised by school staff until collected safely.

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9. All-Clear Procedure

The all-clear will only be given by:

- The CoHeadteachers,
- The Administrator,
- The most senior member of staff present, or
- Emergency services.

The all-clear will be delivered in person or through a designated communication system.

No member of staff or pupil should leave a secured room until instructed.

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10. Fire Evacuation During Lockdown

If the fire alarm sounds during a lockdown:

- The CoHeadteachers or emergency services will determine whether evacuation or continued shelter is safer.
- Staff must follow instructions from the senior leader in charge.
- If evacuation is necessary, standard fire evacuation procedures will apply.

Risk assessment and judgement of the immediate threat will determine the safest course of action.

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11. Training and Practice

To ensure effectiveness:

- Lockdown procedures will be rehearsed at least twice a year.
- All staff, including temporary staff and volunteers, will be informed of procedures.
- New staff will receive induction training.
- Governors will be informed of the arrangements.

- Outcomes of drills will be reviewed and improvements implemented where necessary.

Records of drills and any incidents will be maintained.

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12. Post-Incident Support

Following a lockdown or security incident, the school will:

- Debrief staff.
- Record lessons learned.
- Review risk assessments and procedures.
- Provide appropriate pastoral support to pupils and staff.
- Report significant incidents to governors and relevant authorities where required.

Fire Evacuation Procedures

In the event that evacuation is the safest option, the school will follow established fire evacuation procedures.

- Evacuation is signalled by a continuous ringing bell.
- All pupils, staff and visitors will proceed to the designated assembly point.
- Registers will be taken immediately.
- Missing persons will be reported to the CoHeadteachers.
- Emergency services will be contacted by office staff.
- No person will re-enter the building until authorised by the CoHeadteachers, Administrator or emergency services.
