

## **Lockdown Policy and Procedure**

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| <b>Approved by:</b>        | Governor Policy Group | <b>Date:</b> 23 September 2026 |
| <b>Ratified by:</b>        | FGB                   | <b>Date:</b> 24 September 2026 |
| <b>Next review due by:</b> | September 2028        |                                |

***'Stay alert and hold firmly to all you believe. Be mighty and full of courage. Let love and kindness be the motivation behind all that you do.'* 1 Corinthians 16:13-14**

This procedure is intended to ensure that children and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires children and staff to be locked within buildings for their own safety.

The procedures apply to employees, volunteers, parents/carers, children, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

### **Lockdown Guidelines**

Our Lockdown Procedures apply when children and staff need to be locked within buildings for their own safety. See additional appendixes at the end of this policy.

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

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- A dangerous individual in the locality
- An intruder on the school site with the potential to pose a risk to children, staff and visitors
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Serious accident on-site requiring good access for Emergency Services

### **Testing of the Procedures**

The Headteacher or another member of the school staff designated by the Headteacher will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members and children are clear about the procedure before the practice drill takes place.

### **Lockdown Procedure**

In the event of an emergency, the Headteacher or in their absence the Assistant Headteacher/ School Business Manager/ Deputy Designated Safeguarding Lead, will make the decision, in consultation with the Police when deemed necessary, with regard to whether the school needs to be locked down.

Our Lockdown procedure is as follows:

**In the event of an emergency a signal of a handbell will be rung continuously. This means the school will carry out the lockdown procedure as set out below.**

- **If lockdown occurs in lesson time**, all children and staff should remain in their classroom.
- **If any child is outside or in the corridor**, they should make their way to their classroom quickly and sensibly if it is safe to do so – or to the nearest classroom if access is blocked.

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- **If lockdown happens during a break or lunchtime**, or when children are outside for PE or Forest School, children should go quickly and sensibly to their classrooms if it is safe to do so – or to the nearest classroom or hall if access to their classroom is blocked.
  - **If lockdown occurs when a class is away from the school site**, office staff should alert the visit leader and advise that they stay away from the site until further notice.
1. Staff will ensure that all pupils are inside the school buildings. Alternatively, ask pupils to hide or disperse if this will improve their safety.
  2. If children are outside, staff will bring them back into their classrooms.
  3. External doors should be shut locked by the nearest member of staff.
  4. Staff will ensure that all windows are closed and blinds drawn where possible.
  5. A register will be taken and any child/adult not present will be notified to office either by a staff member or by the use of a mobile phone and office staff will arrange for a search for the missing child/adult.
  6. In the event of the need to call emergency services the head/teacher in charge/ office staff will dial 999 and request the emergency service required.

### **In the event of an intruder, ensure people take action to increase protection from attack:**

- Block access points (e.g. move furniture to obstruct doorways)
  - Sit quietly out of sight, e.g. under tables or against a wall
  - Keep out of sight
  - Turn off lights
  - Stay away from windows and doors
  - Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access
1. Remain inside until an all-clear has been given by the head/ senior teacher/ DDSL, or unless told to evacuate by the emergency services. Staff members are aware of individual risk assessments and action taken as required.
  2. At any point during the lockdown, the situation may change and escalate, resulting in the need for emergency evacuation procedures to be implemented.
  3. During the lockdown, staff should avoid unnecessary phone calls to the headteacher/ office to keep lines of communication open.
  4. Staff should reassure children and keep them calm and await further instructions.

### **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 dependent on the severity of the incident that triggered the lockdown. Emergency Services will support by informing the Headteacher about the level of risk to support with the timing of communication to parents/carers. In the event of a prolonged lockdown, the school will try to regularly communicate with parents via text message as the situation evolves.

### **Communication with Parents/Carers**

The school should make parents aware that in the event of an emergency, it may be necessary to lockdown the school and the policy should be made available on the website (see appendix 1 for letter).

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned, but regular communication of accurate information will help alleviate undue anxiety.

- An email message will be sent to advise parents and carers of the emergency (see appendix 2)
- Enough information should be given 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 their child's safety.
- Parents should be told not to contact the school, as calling the school could tie up telephone lines that are needed for contacting emergency service providers.

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- Parents should be told not to come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger.
- Parents should wait for the school to email them about when it is safe to come to collect their children and where this will be from.

### **Responsibilities for Lockdown Procedure**

| <b>Who</b>                                                                                                                      | <b>Actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headteacher – Nicola Brown<br><br>In her absence, Daniel Poyser (Deputy Headteacher) or where both are off site, Emily Rycroft. | Drills: Annual lockdown drill. Signal the lockdown bell.<br><br>Responsibility to ensure all staff and children are aware of the lockdown process.<br><br>Lockdown incident: <ul style="list-style-type: none"><li>• Signal the lockdown bell.</li><li>• Primary liaison with emergency services.</li><li>• Ensure all children not in class get to their assembly point.</li><li>• Give all-clear alert.</li></ul><br>Following the incident, communicate to parents/carers (see Appendix 3). |
| Office staff: Emily Rycroft                                                                                                     | <ul style="list-style-type: none"><li>• Be prepared to send digital alerts.</li><li>• Send appropriate communication to parents.</li><li>• Liaise with teachers to understand if any children are unaccounted for.</li></ul>                                                                                                                                                                                                                                                                   |
| Teaching Staff                                                                                                                  | <ul style="list-style-type: none"><li>• Ensure children are secured and remain within the classroom.</li><li>• Reassure and calm children.</li><li>• Take register and report any critical information to Headteacher/ office, including any missing children.</li><li>• Staff are responsible for any visitors they have with them.</li></ul>                                                                                                                                                 |

### **Lockdown Drill**

The headteacher/ senior teacher will inform staff when a drill is arranged.

Teachers should share lockdown procedures with children prior to the drill in a way that causes minimal anxiety. The reason for lockdown in preparation for the drill should be explained simply as another way of keeping ourselves safe, linking with our PSHE curriculum messages, e.g. 'in case an unknown dog enters the grounds or we have been told to stay inside by the emergency services'. The drill will act as a practical enforcement of the process.

Staff and governors will review and evaluate the procedures following a lockdown drill or incident to discuss learning points and future refinements to the process. (See Appendix 4)

This policy was ratified by the Governing Body and will be reviewed bi-annually.





## **Brimscombe C of E Primary School**

Brimscombe Hill, Stroud, Gloucestershire, GL5 2QR

Telephone: 01453 882474

Email: [admin@brimscombe.gloucs.sch.uk](mailto:admin@brimscombe.gloucs.sch.uk)

Dear Parents/Carers,

We have recently reviewed our existing emergency practices such as evacuation and fire drill to include lockdown procedures. Lockdown procedures are important and would be used in response to an internal or external incident which could threaten the safety of children and staff in school. Lockdown procedures may be activated in response to any number of situations such as:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- A dangerous individual in the locality
- An intruder on the school site with the potential risk to children, staff and visitors
- A warning being received regarding a local risk of air pollution (smoke, plum, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Serious accident on-site requiring good access for Emergency Services

The procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Our procedure is as follows:

- Staff will ensure that all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.
- If children are outside, staff will bring them back into their classrooms. They may be instructed to sit quietly out of sight, e.g. under tables or against a wall.
- External doors should be shut and locked by the nearest member of staff.
- Staff will ensure that all windows are closed and blinds drawn where possible.
- The registers will be taken and any child/adult not present will be notified to the office where the headteacher/office staff will arrange a search for the missing child/adult.
- Emergency Services will be called, if required.
- Staff will reassure children and keep them calm, awaiting further instructions.

In the event of a lockdown, we would contact parents/carers as soon as possible to inform you of events. In this unlikely situation, we would ask you not to attempt to contact the school as this prevents emergency services from contacting the school. We would also ask you not to come to the school until asked to do so.

### **Fire Evacuation**

In the event of the need to evacuate the building, we follow our usual fire drill procedures which are well rehearsed. Evacuation is announced by the ringing of a continuous bell either as a result of a fire point being activated or by manual activation as part of a drill. A register is taken and a search mounted for any missing child or adult. Office staff ring 999. No-one returns to the building until the headteacher, deputy head or office staff give the all-clear.

In the event of a real fire/need to evacuate, a parent email message will be sent to advise of collection arrangements and the children will be supervised until collected.

**Premises evacuation/Emergency Plan**

If we need to evacuate the school grounds, we have an arrangement with The Ship to evacuate there on foot.

In the event of an evacuation of the school grounds still in operation at home time, a parent email will be sent to advise of collection arrangements and the children will be supervised until collected.

Staff will share the procedures for lockdown with classes and we will carry out emergency lockdown drills from time to time.

**In the unlikely event that we have to put this process into action; we will ensure that parents/carers are aware of the arrangements regarding the collection procedures.**

Yours sincerely,

**Nicola Brown**  
Headteacher

**Appendix 2: Lockdown contact to parents/carers**

Template email message to parents/carers in event of full lockdown:

Staff at Brimscombe Primary School became aware of an emergency situation and the school has initiated lockdown procedures. Staff are working to keep the children calm and safe. Please do not attempt to contact the school as this prevents emergency services from contacting the school. Please do not come to the school as this may prevent emergency services getting to our site. We will communicate as soon as possible when the lockdown procedure has ended.

**Appendix 3 – Sample letter to parents following the end of a lockdown procedure**

Sample letter to parents/carers following a lockdown, to be edited as required.

Dear parents/carers

I am writing to let you know that we briefly initiated our lockdown procedure this morning/ afternoon. This involved ensuring that all children and staff remained indoors following being made aware of an emergency and emergency services advising us to lockdown. I'm aware that the children will mention this when they get home.

We initiated a lockdown procedure because we were advised by the police/ a nearby school that there was a risk to the safety of our staff and children because of . We took this precaution to ensure the school was safe until we had a clearer understanding of any risk. Children carried on learning indoors whilst this lockdown took place.

This procedure was highly effective, quickly implemented and staff ensure a calm and orderly atmosphere by reassuring the children. After , we were notified that it was safe to end the lockdown procedure and we notified staff accordingly.

I am really pleased that our procedure was followed effectively, and I am reassured that planning for an event like this with drills and in-class instruction meant that we were able to secure the school quickly and safely.

Yours sincerely,

Nicola Brown  
Headteacher

**Appendix 4: Lockdown Procedures Checklist – Brimscombe Primary School**

| <b>Signals</b>              |                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------|
| <b>Signal for lockdown</b>  |                                                                                 |
| <b>Signal for all-clear</b> | <b>Given by Head/teacher in charge of office staff to each class in person.</b> |

| <b>Lockdown</b>                                                      |                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rooms most suitable for lockdown</b>                              | <b>Classrooms/Staff Room/Calm Space</b>                                                                                                                                                                                                                                                           |
| <b>Entrance points (e.g. doors, windows) which should be secured</b> | <b>Foyer door</b><br><b>Main door</b><br><b>Hall doors x2</b><br><b>Otter outside door</b><br><b>Kingfisher outside door</b><br><b>Dragonfly outside door</b><br><b>Robin outside doors x 3</b><br><b>Practical area door</b><br><b>Ladybirds outside doors x2</b><br><b>Kitchen outside door</b> |
| <b>Communication arrangements</b>                                    | <b>Email</b><br><b>Website</b>                                                                                                                                                                                                                                                                    |

Upon the hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

| <b>Initial Response - Lockdown</b>                                                                                                                                                                                                                                                                       | <b>Tick/Sign</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.</b>                                                                                                                                                                |                  |
| <b>Lock/secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.</b>                                                                                                                                                                                                  |                  |
| <b>Dial 999. Dial once for each emergency service that you require.</b>                                                                                                                                                                                                                                  |                  |
| <b>Ensure people take action to increase protection from an attack:</b> <ul style="list-style-type: none"> <li>• <b>Block access points (e.g. move furniture to obstruct doorways)</b></li> <li>• <b>Sit on the floor, under tables or against a wall</b></li> <li>• <b>Keep out of sight</b></li> </ul> |                  |

|                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"><li>• Draw curtains/blinds</li><li>• Turn off lights</li><li>• Stay away from windows</li></ul> |  |
| Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.                |  |
| If possible, check for missing/injured pupils, staff and visitors.                                                                |  |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.                            |  |