Lockdown (Stay Safe) Procedures

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Approved By	Academy Committee
Approval Date	September 2023
Policy Review Date	September 2026

Document Control

Date	September 2026	Author	Co-Headteacher
Date of next review	September 2027	Version	2
Approved by	Academy Committee	Status	Approved

Summary of Changes (September 2026)

- Throughout: Revised Head of School to 'Co-Headteacher'
- Section 2: Revised to show that a handbell will be rung
- Section 3.5: Adapted to reflect change of location of year 4 and year 6

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1. 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 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 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 on causing harm/damage.

2. Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing:

- Main school building - a handbell will be rung continuously
- The Hub - a member of the office will phone both offices
- An alert will be sent to all desktops/screens stating that the school is in lockdown All PC Monitors will show a lockdown alert on the screen

3. Procedures

Staff/pupils/visitors will follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up/shut doors/lights off
- **O**ut of sight and minimize movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware that you may be in lockdown for some time

1. The above signals will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's outside doors and the shutting of curtains and blinds where it is possible to remain safe.
2. The SLT will meet in the **Co-headteacher's office** to plan further action and assess the situation once the alerts have been sounded.
3. At the given signals, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed and blinds/curtains closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smartboards to be turned off. Mobile phones to be put on silent mode.

4. Children, adults (e.g. volunteers) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher (e.g. children using toilets when lockdown procedure is engaged.)
5. Individual teachers/HLTAs/TAs will close classroom doors and windows. Co-Headteacher (SM) to check main year 3/4 door is shut. Year 3 adult to check KS2 toilets external door is shut. Year 6 adult to check main year 5/6 door is shut. Early Years adult to check Early Years door is shut and locked. Year 2 adult to check KS1 boys toilet external door is locked. Year 1 adult to check KS1 girls toilet external door is locked and the external door in the main corridor. Deputy Head to check KS1 door by the dining hall is shut. Corridor lights should be switched off.
6. No adult or child to leave the room for any reason whilst in lockdown.
7. Staff on PPA to remain in room they are working in.
8. Catering staff to turn off lights and text Co-Headteacher to say all present.
9. If practicable, staff should notify the office by email or phone 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 not able to email for any reason, they must text the Co-Headteacher instead.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet. Staff to remain in lockdown positions until informed in person by key staff that there is an all clear.

As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the office that all children are accounted for.

4. Staff Roles and Responsibilities

- Co-Headteacher (or Deputy Head in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown, including use of drill action checklist.
- Co-Headteacher to call police and Local Authority if necessary.
- Office to let the Pre School know by phone that a lockdown has been activated.
- If a class is out of school (e.g. on a school trip/walk), office staff will call the lead teacher and warn them that the school is in lockdown. Advice will be given as to when it is safe to return to school.
- Individual teachers/HLTAs/TAs close classroom doors and windows and shut blinds/curtains. Staff to position children away from sightlines from external doors and windows.
- Turn off lights, Smartboards and put phones in silent mode.
- Teachers will take a register to check if any children are missing or if any extra children are with them - let the office know via email if any are missing or are extra.
- Teachers will (as best as they can), keep a calm atmosphere in the classroom and keep the children engaged in a silent activity or read a story and keep alert to the emotional needs of the children.
- Do not allow anyone out of the classroom during lockdown under any circumstances.

End of Lockdown/All Clear: The screen alert will be changed to show all clear and the Co-Headteachers, Deputy Head and Office staff will let adults know when it is safe to leave the room they are in.

5. Communication with Parents/Carers

If necessary, parents/carers will be notified by office staff as soon as it is practical to do so via the Arbor communication system.

Parents will be told:

'*…the school is in a full lockdown situation. During this period, the phones must not be used, entrances will not be staffed, external doors will be locked and no one will be allowed in or out….'*

Depending on the type and severity of the incident, parents/carers may be asked to NOT collect their children from school as it may put them, the staff and their children at risk.

Children will not be released to parents/carers during a lockdown.

Parents/carers will be asked to not call school as they may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents/carers will be notified and will receive information about the time and place children can be picked up from the office staff or the emergency services.

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

6. Arrangements for pupils with additional needs

Please see individual lockdown plans for children with additional sensory/physical needs.

7. Lockdown (Stay Safe) Drills

Lockdown practices will take place at least once a year to ensure that 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. Lockdown (stay safe) procedures will be discussed in classes to reduce levels of anxiety when a drill/lockdown takes place.

Parents will be informed that a lockdown (stay safe) drill is timetabled to happen so they can talk to their child about it beforehand and after the event.

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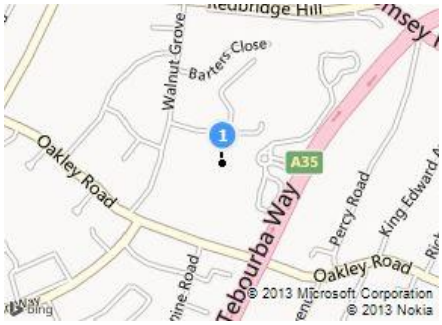
8. Evacuation Plans

It is very much the exception to evacuate a building in the event of a serious incident. In the event of an evacuation, all staff, visitors and children will make their way to:

The fire alarm will sound continuously. Children will evacuate the building as per the fire drill procedures.

Once all children in a class accounted for, a Deputy Head will lead the children via the field exit. Head of School remains until all children are evacuated.

Tesco Car Park
Tebourba Way
Southampton
SO16 4QE



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Appendix 1: Letter to Parents/Carers re Lockdown (Stay Safe) Drills

Dear parents/carers,

Re: Enhancing safety in our school

At Tanners Brook, we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure on [insert date].

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

What is our school's security lockdown procedure?

We will be teaching our children about the CLOSE procedure:

- **C**lose all windows and doors
- **L**ock up/shut doors/lights off
- **O**ut of sight and minimize movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware that you may be in lockdown for some time

During a lockdown procedure, the following will take place:

- Main school building - a handbell will be rung continuously
- An alert will be sent to all computers in the school
- Children will remain in the classroom (or hall) they are in. If they are in the corridor etc when the bell is rung, they will be taken into the nearest classroom.
- Adults in the room will take a register to check which children they have with them. They will let the office know if there are children unaccounted for or if they have extra children who are in lockdown in their room with them.

- Adults will ensure any external doors are locked, that windows are closed and blinds/curtains are shut. They will switch off any monitors and interactive whiteboards.
- The emergency services will be called
- All children and adults will stay in lockdown until the Co-Headteachers, Deputy Head and Office Staff verbally let the adults know it is safe to leave the room

Instructions for parents/carers in the event of a security lockdown

- You will be notified as soon as it is practical to do so by email (via Arbor) that the school is in a lockdown situation
- You should not attempt to call or come to the school at this time, as this may hinder the school's efforts to contact and work with the emergency services
- Please do not discuss the event on social media, as this may spread false information and create panic
- If the end of the day is extended due to the lockdown, you will be notified and will receive information about the time and place children can be picked up from the office staff of the emergency services.

About our upcoming security lockdown drill

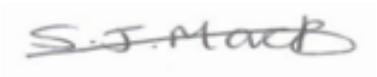
Prior to practising this procedure with children, staff will take time to talk to them about security lockdown procedures and explain why they're important. Before, during and after the drill, they will reassure the children they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,





Ingrid Dowse
Co-Headteacher

Sarah Mack
Co-Headteacher