



## **Howardian Primary School Lock Down Policy and Procedures**

**November 2025**

### **Rationale:**

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk 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 lockdown procedures are to take place immediately by a long ring on the school bells. The hand bell will also be rung in both upstairs and downstairs corridors and phone calls made to Nursery and Reception Classes.

### **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors/ shutters where it is possible to remain safe. Clearly, if there is an assailant barring the nearest entrance to the school then an alternative entrance should be used or a safe place found in the playground.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are secured where possible and children are positioned away from possible sightlines from external or internal windows/doors. Blinds pulled down and lights, Smart boards and computer monitors to be turned off. Senior leadership Team will lock the hall doors, front door and doors leading up from the 3 / 4 stairwell and the 5 / 6 stairwell.
3. Children 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 the alarm is raised
6. A register should be taken immediately. School admin will phone around classes to ensure all children / adults are accounted for and collect the names of anyone who is in a different classroom to their own or is missing.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or a member of the Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear. The school bells will be rung again twice in quick succession to signal the end of lock down. Hand bell rung in upstairs and downstairs corridors and phone calls to Nursery and Reception.

### **Staff Roles:**

1. Administration staff ensures that their office(s) are locked and appropriate emergency service/LEA silver officer called. Officer Emergency Call Line: 02920872998

2. Head or office staff member locks the school's front doors and entrances.

3. Estates Manger to close main school gates if safe to do so.

4. Individual teachers close and lock classroom door(s) and windows.

### **Communication with parents:**

- If necessary and when possible, parents will be notified as soon as it is practical to do so via 'Teachers to Parents' email and text service.
- 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 school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills:**

Lock down 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 will be debriefed so that improvements can be made.

### **Review:**

This policy and procedures will be reviewed annually

Policy accepted and endorsed:

**Sian Burt: Head teacher**

**Sue Lent: Chair of Governors**

Date: 26/11/19 Updated: 03/11/25