



**Woodland Primary School**  
**'Learning together'**

**Lockdown Policy & Procedures**

Evidence of intentions and practice - for the information of staff, governors, parents, MAT, OFSTED and DfE

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**Approved by:**  
Local Governing Body

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## WOODLAND PRIMARY SCHOOL

### Lockdown Policy and Procedures

#### 1 Lockdown Policy and Procedures

- 1.1 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 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.
- 1.2 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.

#### 2 Notification of Lockdown

- 2.1 Staff will be notified that lockdown procedures are to take place immediately by a message on the two way radios that are in all classrooms and by a member of the Senior Leadership Team (SLT), Admin Team, or a member of SLT or the Admin Team telephoning the classroom to notify them.

#### 3 Procedures:

- 3.1 Follow the **CLOSE** procedure:
- Close all windows and doors
  - Lock up
  - Out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. Be aware you may be in lockdown for some time
- 3.2 The above signal 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 where it is possible to remain safe.

- 3.3 At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/ locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights to be turned off. Mobile phones are put on silent mode.
- 3.4 Children, adults (e.g. volunteers, visitors.) 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.
- 3.5 No adult or child to leave the room for any reason whilst in lockdown.
- 3.6 Staff on PPA to lockdown in the staff room; remaining quiet with no kettles on.
- 3.7 Catering Staff to close the shutter to kitchen and turn off lights.
- 3.8 If practicable staff should notify the school reception by email via the class iPad or computer 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.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- 3.9 Staff to support children in keeping calm and quiet.
- 3.10 Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Admin Staff or Emergency services in person that there is an 'all clear'.
- 3.11 As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

#### **4 Staff Roles:**

- 4.1 Headteacher, Deputy Headteacher (or School Business Manager (SBM) in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- 4.2 Head or SBM to call police and HET CEO (Rachel Wilkes)
- 4.3 If a class is out of school e.g. at the leisure centre, church or on a trip admin staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
- 4.4 Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
- 4.5 Do not allow anyone out of the classroom during a lockdown under any circumstances.

## **5 Communication with parents**

- 5.1 If necessary parents will be notified as soon as it is practical to do so via Facebook/Twitter/Teacher to PARENT/Marvellous Me
- 5.2 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 locked and nobody allowed in or out...’*
- 5.3 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.
- 5.4 Pupils will not be released to parents during a lockdown.
- 5.5 Parents will be asked not to call school as this may tie up emergency lines.
- 5.6 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 the office staff or the emergency services.
- 5.7 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**

- 6.1 Lockdown practices 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.

## **7 Review**

- 7.1 The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: **January 2022**

Next review: **January 2024**