



## **Security Lockdown Procedure**

Approved by: School Advisory Board

Last reviewed on: October 2025

Next review due by: October 2026

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.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

## Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Principal (Vice/Assistant Principal in absence of Principal)	<ul style="list-style-type: none"><li>Nominated as the lockdown manager to initiate, manage and conclude the lockdown.</li><li>Management of the ongoing situation</li></ul>	07958576875 07875293299 07595940084
Vice Principal	To manage PE and social times, via radio communication and to manage the ongoing situation.  To view CCTV and try to provide updates to the control team (SLT)	07875293299
Assistant Principal	To issue lockdown message via email/teamsos to All Staff  To contact Police and Local Authority if necessary and to manage the ongoing situation.	07595940084
Facilities manager	To ensure the main front doors to the school are locked.  To ensure all outer gates are locked and to visually check that all external entrances are secure.	07861784353

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Teachers and support staff	<p>To close all windows and classroom doors, securing all students in the classroom.</p> <p>Lock the classroom door from inside and move students away from windows. If the door does not lock, then please try to barricade, using classroom tables.</p>	

## Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	<p>Announcement via the PA system:</p> <p><b>Intruder in the building - 'THIS IS A RED ALERT LOCKDOWN'</b></p> <p><b>Major incident outside of the building - 'THIS IS AN AMBER ALERT LOCKDOWN'</b></p>
ALL CLEAR SIGNAL	<b>"Lockdown is now over, thank you for remaining in your locations and for your cooperation."</b>
EVACUATION SIGNAL	Fire alarm will sound

## Security lockdown plan

Our safe assembly points	<p>Nearest classroom, Main Hall, Sports Hall. Anyone who is not in a classroom at the time of the alarm, i.e. is in the toilets or corridors, then they should quickly make their way to either the main hall or the sports hall or nearest open room.</p> <p>The Admin corridor should attempt to lock themselves in the nearest safest room.</p>
--------------------------	--

<b>Secure entrance and exit points</b>	<p>All teachers to close windows and doors</p> <p>Canteen staff to close all doors in the kitchen/canteen area</p> <p>Sixth form staff to lock the sixth form doors and windows</p> <p>Reception Staff to ensure that the main doors are secured and seek safety in reception office</p> <p>Facilities staff to ensure that all external gates are locked and to visually check that all external entrances are secure and seek safety via the nearest entrance to the building once all gates are locked.</p>
<b>Bring pupils inside</b>	<p>The lockdown announcement will signal that all students must enter the building and to find a safe location to hide. This will be under the supervision of the staff members.</p> <p>If the lockdown announcement sounds during social times Duty Staff must assume responsibility for the students who are outside and muster them to a safe place via the nearest entrance. Students on the playground nearest the MUGA should attempt to find a safe space in the Sports hall.</p> <p>Students who are outside using the MUGA with PE teachers, should quickly return inside to the sports hall.</p> <p>All canteen staff to remain in school canteen. Close canteen shutters.</p> <p>If exams are taking place, then they should remain in the location of the exam.</p>

<b>Steps to increase protection</b>	<p>Lock and screen doors</p> <p>Position children away from sightlines from external doors and windows, for example under a desk</p> <p>Turn off lights (where possible) and monitors</p> <p>Ensure mobile phones and electronic devices are on silent, or turned off</p> <p>Barricade doors if required. If you are in a room with no locks, then try to barricade the doors with tables or chairs.</p> <p>Use posters from walls or other items available to covers windows</p>
<b>Internal communication during a lockdown</b>	Where possible staff can communicate via their school email.
<b>Communication with parents/carers during a lockdown</b>	<p>Where possible a text message will be sent to all parents informing them about the incident, providing reassurance.</p> <p>Parents will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<b>Arrangements for pupils or staff with additional needs</b>	<p>SENDCO and SEN support staff to arrange specific arrangements for students with additional needs.</p> <p>Staff to prepare these students well when conducting lockdown drills so that in the event of an actual lockdown they are accustomed to the practice.</p>
<b>Lockdown duration</b>	The school will remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

## **Context**

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- A severe weather event.
- Terrorist attack.

Or any other issue that the Principal may consider to be a threat to the academy staff and students.

## **Policy Circulation**

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually. Students will be made aware of the detailed procedures, via assemblies and drills. The school will conduct a lockdown drill at least twice per year. Parents will be made aware that school has a lockdown plan, and a copy will be available for parents on request.

### **In devising this policy, we have considered:**

- Access to PA system announcement controls to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc.
- School site plan e.g. the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

### **Lockdown Arrangements:**

There are two types of lockdown; **Amber** and **Red**.

**Amber Lockdown** - This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building.

**Red Lockdown** - This signifies an immediate threat to the school and may be an escalation of an amber lockdown.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. **A Red Lockdown requires immediate action.**

### **Basic principles are as follows:**

Staff will be alerted to the activation of the plan by a recognised lockdown message which is audible throughout the school and by on screen warnings via email and/or teamsos.

Facilities staff will shut and lock all external academy gates (if it is safe to do so) and one person will remain at reception to liaise with any services that have been contacted.

Communication must take place via telephone or radio to prevent any member of staff being put at risk.

Students who are outside of the school buildings should be brought inside as quickly as possible and those inside the school should remain in their classrooms.

All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms. Internal classroom doors should also be locked and or barricaded.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their school laptop/computer.

Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

CCTV will be viewed by the Vice Principal/Assistant Principal throughout the lockdown for up to date CCTV activity.

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.

Students will not be released to parents during a lockdown.

If it is necessary to evacuate the building the fire alarm will sound.

Staff should await further instructions.

### **Amber Lockdown**

Alert to staff: '**AMBER LOCKDOWN**'. This message will be shared via the PA system, online communication, telephones, email and via radio.

#### **Immediate action:**

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students. **'Amber Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.**

In the event of an air pollution issue, air vents will be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Red Lockdown**

Alert to staff: '**RED LOCKDOWN**'. This message will be shared via the PA system, online communication, telephones, email and via radio.

This signifies an immediate threat to the school and may be an escalation of an amber lockdown.

#### **Immediate action:**

All students stay in existing classrooms with staff member. If outside on playground/MUGA area head towards main building or Sports Hall.

Students in the Sixth Form outside area should move to a classroom or the Sixth Form common room for safety.

Students in the Atrium should move to the nearest classroom. Staff should check and move students inside quickly.

External doors locked.

Classroom doors locked (where a member of staff with key is present). If there is no way to lock an area use large objects to barricade the doors such as tables or chairs placed under the handle to prevent the door from being opened.

Windows locked, blinds drawn (if available) if not available utilise posters from walls to block windows, students sit quietly out of sight (e.g. under desk or around a corner)

Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services.

During the lockdown, staff will keep agreed lines of communication open (email and phones) but not make unnecessary calls to the reception office as this could delay more important communication.

Where staff have access to an internal email system then they could access their account and await further instruction.

If a lockdown is initiated during any social time it will automatically be a Red lockdown to uphold safety and order as soon as possible and as safely as possible.

## **Parents**

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter and/or the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers. • Do not come to the school.
- They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours

Communication with parents needs to reassure parents that the school understands their

concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, as a school we may need to reinforce the message 'the school is in a Red lockdown situation. During this period the switchboard and entrances will be unstaffed, external doors locked and nobody allowed in or out.

## **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 depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Principal regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to coordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area

## Lockdown drill action checklist

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

# LOCKDOWN PROCEDURES

## RED ALERT LOCKDOWN

This could be activated if there is an intruder in the building.

### TANNOY ANNOUNCEMENT

**'THIS IS A RED ALERT LOCKDOWN'**

### ACTIONS

1. GET INTO THE NEAREST CLASSROOM (WITH A TEACHER / ADULT)
2. LOCK THE DOOR
3. SHUT THE WINDOWS
4. DRAW THE BLINDS
5. TURN OFF LIGHTS
6. SIT IN SILENCE
7. AWAIT INSTRUCTIONS OR FURTHER ANNOUNCEMENTS

## AMBER ALERT LOCKDOWN

This could be activated if there is a major incident outside of the building / school.

### TANNOY ANNOUNCEMENT

**'THIS IS AN AMBER ALERT LOCKDOWN'**

### ACTIONS

1. YEARS 7 – 11: REMAIN IN OR WALK CALMLY TO THE NEAREST CLASSROOM
2. SIXTH FORM: WALK CALMLY TO THE SIXTH FORM CENTRE
3. DO NOT GO OUTSIDE OF THE BUILDING
4. SIT IN SILENCE
5. AWAIT INSTRUCTIONS

### INFORMATION FOR STAFF

- **RED ALERT:** CHECK THE CORRIDOR AND TOILETS FOR STUDENTS BEFORE LOCKING YOUR CLASSROOM DOOR
- KEEP YOUR COMPUTER OPEN TO RECEIVE EMAILS

