

Lock Down Policy

St John's Church of England Infant
School



Approved by: Headteacher	March 2026
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flourish and grow**



Rationale

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a safe haven for children; but as tragic events both overseas and at home have shown, they can become involved in an emergency at any time.

The Department for Education recommends that schools create and maintain an emergency plan and as a school, we not only comply with this but also want to go one step further and be ready to deal with the sort of emergencies that no one really wants to think about – the situation where the children and staff are endangered by the threat of deliberate harm. In emergency planning terms this is called lockdown, a description that will be used throughout this document.

The advice from the Department for Education and the Cabinet Office reminds us “planning for emergencies can save lives. It can prevent an incident from getting worse, provide confidence to staff, governors, parents, careers and children and enhance your school’s reputation as a safe place to learn and work. Plans which deal with the consequences of large-scale emergencies also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools can experience on a regular basis”.

This is a document that every good school needs, every member of staff needs to understand, and no one ever wants to use.

What is lockdown?

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to children and staff inside the school. It means that all entrances to the school must be secured in an effort to prevent any threat entering, and staff and children must find a suitable place to protect themselves.

In the case of a fire or similar emergency, the children and staff are taught how to leave the building quietly and safely. In a lockdown, they need to learn almost the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed,

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Signal for a lockdown to be initiated

- The signal for a lockdown should be clearly distinguishable to that of an evacuation (eg fire drill to evacuate is one long continuous bell).
- The signal for a lockdown is 5 peals of the fire alarm bell in quick succession
- Potentially any member of staff could be the first to raise an alarm for a lockdown so it is important that all employees are aware of the plan and instructions.

Immediate actions to take after the signal has been given

- Corridors and openair spaces must be evacuated immediately upon hearing the signal.
- Everyone should head to the nearest room
- All mobile phones must be put on silent and whats app messages will be sent

Responsibilities

SLT	<ul style="list-style-type: none">• Initiate lockdown alarm or instruct office staff to do so if they are closer to fire bell – 5 bursts of bell• Grab mobile phone• Alert emergency services to the issue on own mobile phone.• Check all doors and windows at ground floor level are locked if possible• Head to nearest room• Co ordinate information between staff via school messaging system and mobile phone use.
Office staff	<ul style="list-style-type: none">• Initiate lockdown signal if instructed by SLT- 5 rings of fire alarm bell• Grab mobile phone and go to nearest lockdown room• Contact any staff away from site for example swimming or on a school trip and advise them not to return to the building until notified to do so.

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<ul style="list-style-type: none"> • Grab own mobile phone and ensure it is on silent- watch it for whatsapp messages • Ensure children are safely in a room. • Keep children calm and keep them secure by locking windows and doors (if possible) and closing blinds. • If lockdown room has a window, keep all persons inside the room out of eyesight of anyone looking through the glass • Barricade doors if possible to do so without creating any noise. • Turn off lights and fans/ air con. • Lay children on floor under tables if possible. • Write an attendance log of all persons in the room on your phone. • Ensure all medication for pupils if it is in the lockdown room is accessible e.g. insulin, inhalers etc. • Maintain quiet in the room all times • Make sure no children leave the room for any reason • Watch out for updates via own mobile phone.
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<ul style="list-style-type: none"> • Direct children to a room of safety. • Take any visitors you see to a lockdown room. • Assist teachers inside the classrooms. Or if no teachers in the room initiate highlighted procedures above in teacher's absence
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<ul style="list-style-type: none"> • Visitors are to accompany the child they are working with to the nearest classroom/ office space and initiate lockdown procedures above that are highlighted
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<ul style="list-style-type: none"> • Should turn mobile phones to silent and watch out for updated information via mobile phone on the school whatsapp chat.

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- Staff should not allow anyone in or out of a classroom/ the building until given the all clear by an appropriate authority (either a member of SLT or the Emergency Services)

Signal for a lockdown to end

- SLT will instruct office staff to ring the school bell **giving 3 peals in quick succession** to notify everyone that the lockdown has finished.
- SLT will send a message on whatsapp to notify staff that lockdown is over

After the lockdown has happened

- Parents will be informed that a lockdown has taken place
- A debrief will take place in all classes to praise children and to make sure that all are emotionally OK
- A debrief will take place between all staff to discuss what went well and what needs to be improved
- Amendments to policy and practice will be reviewed

Communicating the contents of this policy with others

Parents will be informed that a lockdown policy has been devised and this policy will be published for them to read on the school website.

Children will be made aware of the content of this policy and what to expect in a lockdown during a whole school assembly each year

.Once a year a lockdown drill will take place with all children and staff.

Effectiveness of procedures planned for shall be reviewed.

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Policy Review

This policy will be reviewed every 1-2 years as a minimum. In between updates, the policy will be updated as and when necessary to reflect local and national changes.

Statement of equality

This policy serves to ensure that all members of the All Saints family, whatever their background, disability, ethnicity, gender, learning difficulty, nationality, religion or sexual orientation are welcomed, dealt with fairly and are treated with dignity and respect.

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