



# Leesons Primary School

## Lockdown Procedure

November, 2025

### Purpose

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 children in the school. A lockdown occurs when circumstances dictate that the safety of children and staff is better ensured inside school buildings, with doors and windows locked and blinds/curtains drawn. Children will be moved away from windows and doors for safety. This could occur as a result of a chemical spill, weapons crisis or civil disturbance in the local area.

### Lockdown Plan

While children are in lessons:

- Staff will be alerted to the activation of the plan by the use of the intercom function on the phone system. Any member of staff can initiate lockdown if necessary by going to a phone and dialling '\*11'. Staff should calmly say 'Initiate Lockdown' twice before hanging up. Admin/SLT will then radio the same message to alert classes on the playground at break time/lunch time). SLT will also walk the school to confirm that the message has been received and classrooms are secure.
- Staff will ensure all children remain in classrooms and windows are shut with blinds closed where possible and doors are locked. The responsible adult in the room will lock the classroom door. All children must remain away from doors and windows. Staff should encourage children to remain calm and continue with their lesson where possible to maintain a feeling of normality.
- Registers should be taken, admin staff will call each class using the phone system to check that all children are present.
- A member of the SLT on site will establish communication with the emergency services.
- Parents will be notified as soon as possible via Dojo and arbor email
- Children will **not** be released to parents during a lockdown.
- If it is necessary to evacuate the building the fire alarm will be sounded and the normal fire evacuation procedures will be followed.
- Any classes attending forest school on our grounds are required to take a radio and inform the office to have a radio switched on also. This will enable Admin/SLT to contact forest school staff to return and lockdown.

While children are at break/lunchtime:

- Teachers and other staff members need to make sure they check in/out when going out to lunch via the front door entry system.
- In the event of a lockdown during break or lunch, staff will use the phone system to initiate lockdown by dialling '\*11' and saying calmly 'Initiate Lockdown'. Admin staff or SLT will radio to the playground to initiate lockdown. Children should be guided to their classrooms as quickly as possible by any available adults. All staff should return to their classrooms to supervise their classes. Children in the dining hall will be directed to return immediately to their classroom. Kitchen staff are to remain in the kitchen, lock both doors and drop the shutters. No one should put themselves at personal risk in attempting to carry out this instruction.
- Once in classrooms, staff should ensure children remain there with doors and windows closed and locked and with blinds closed where possible. All children must remain away from doors and windows. If the threat involves unauthorised persons then doors can be locked. Staff should encourage children to remain calm.
- Registers should be taken. Admin staff will call each class using the phone system to check that all children are present.
- A senior member of staff on site will establish communication with the emergency services.
- Parents will be notified as soon as possible via Dojo/email.
- Children will **not** be released to parents during a lockdown.
- If it is necessary to evacuate the building the fire alarm will be sounded and the normal fire evacuation procedures will be followed.

N.B. If any classes are out of school on trips then Admin/SLT will call to ensure that they remain off site until contacted. If they are not able to re-enter the school premises then alternate refuge will be sought at St Barnabas church.

It is important that the school's lockdown procedures are familiar to all members of staff. To achieve this a lockdown drill should be undertaken at least once a year.

## Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. 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 their safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Parents are requested not to come to the site as this may interfere with emergency providers' 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 come to get their children and where this will be from if necessary.

Parents will be told:

**'The school is in a lockdown. During this period the office and entrances will be un-manned, 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 Head Teacher regarding the timing of communication to parents.

The police officer in charge will evaluate the situation and notify the Teacher when the school is safe and/or if any further action is needed.

## All Clear

When the Head Teacher and the Police Officer in charge of operations confirm the lockdown can be removed, senior staff are to go immediately to classes and inform staff and children.

If possible the normal school day will commence immediately to limit the alarm that has taken place or arrangements will be made for parents to collect children.