

West Cornforth Primary School



Lockdown Policy and Procedures

Policy written: July 2025

Ratified by Governors: Sept 2025

Date of review: July 2026

Rationale

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, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. Although this document provides advance planning of what needs to be done to lockdown our school, we recognise that flexibility of these plans may save lives.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community (with the potential to pose a risk to those in the school).
- An intruder on the site (with the potential to pose a risk to those in the school).
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Staff will be alerted to the activation of the plan through a recognisable signal in the alarm system.
Signal for all - clear	The repeat of the above signal or communication through designated adults or a member of the emergency services.

Lockdown	
Initial response	Action
Ensure all pupils are in their classroom.	Class teacher is responsible for pupils in their own class. The class teacher to secure the internal door, check the external cloakroom door is locked, shut all windows and blinds. The class teacher to encourage children to take cover under a table and keep them calm. If children are in the hall, they are to be taken to their classroom as quickly and safely as possible.
Ensure all pupils are inside the building.	Class teacher to take the children to the nearest building and in to the nearest vacant classroom (if their own classroom is close and vacant that should be used).
If the risk is outside the building, lock secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	Senior leadership and administration staff to make sure this has happened.
Call emergency services	The rapid response button will be pressed to alert the police (there are 3 located in school). Administration staff will establish communication with the emergency services and notify Durham County Council. Admin

	staff will make sure that the emergency services have mobile numbers for the senior leadership team.
Seek best protection for children, staff and visitors	<ul style="list-style-type: none"> • Block access points • Class teacher to take a head count of children in the room Encourage children and staff to sit under tables or behind a wall • Keep out of sight • Close blinds • Turn off lights • Stay away from windows and doors
If possible check for missing/injured pupils, staff and visitors	Senior leadership team and admin staff. Class teacher to take a head count of children in the room.
Remain inside until an all clear has been given or unless the evacuation alarm is sounded or you are told by emergency services.	The evacuation alarm will be the fire alarm; however, staff, pupils and visitors will follow the lead of either the emergency services or senior leadership team as to where to go.
Contact parents	Admin will contact parents via text messaging and Clasdojo as soon as practically possible. Parents must respect the advice from the emergency services and not try to intervene, if asked not to.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, an annual staff meeting is dedicated to the training of all staff in the lockdown procedures. Part of this training involves the principals of 'Stay Safe' (**Appendix A**)

Procedures:

Partial Lockdown

Senior leadership team and admin staff will alert staff of a partial lockdown. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff, pupils and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate Action:

1. Staff will be alerted by senior leadership team or admin staff.
2. All outside activity to cease immediately, pupils and staff return to building. All staff and pupils remain in building and external doors and windows locked.
3. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.
4. All situations are different, once all staff, pupils and visitors are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff, pupils and visitors.
5. Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
6. In the event of an air pollution issue, air vents can 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.

Full Lockdown

All staff will be alerted to a full lockdown through a recognisable signal in the alarm system. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. This can also be done through the use of internal phones or word of mouth if there is no access to the bell.

Immediate action:

1. All pupils return to classroom. Children must be made aware of where the nearest safe area is to go if they are in the toilets or anywhere else in the school other than their classroom. **If children are outside, staff will, depending on the situation move them to the nearest 'safe place' indoors or move them to 'hide/take cover' or leave the premises by the nearest gate, if it is safe to do so.**
1. Classroom doors blocked.
2. Windows locked, blinds drawn, lights and smartboards switched off, pupils sit quietly out of sight.
3. Head count of the children will be taken by the class teacher. Check attendance in class by referring to the register number which should be clearly marked up on the board daily for anyone covering. If any child is missing this should be communicated to the HT or member of SLT if possible.
4. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or emergency services.
5. At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
6. Staff will remain with their pupils at all times and maintain as best as they can a calm atmosphere in the room and keep alert to the emotional needs of the pupils. Pupils must be quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.** During lockdown staff must keep all lines of communication open and must not make any unnecessary contact to anyone during this time.

Communication between parents and the school

Our school's lockdown procedures will be shared with parents via the school website and texting service.

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 his/her safety.
- **Do not need to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency provider.
- **Do not come to the school.** They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- **Wait for the school or the emergency services to contact them** about when it is safe for them to come and get their children, and where this will be from.

Parents will be told '*..the school is in a full lockdown situation. During this period the phones will be unmanned, external doors locked and nobody allowed in or out. An update will be provided as soon as possible*'.

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

Provide the following instructions to the emergency services;

- **Identify yourself, the school name and full address**
- **Describe the situation/type of situation (all known information).**
- **Identify if anyone is injured, type of injury and the severity of the injuries if known.**
- **Stay on the line and provide information as requested**

Emergency services will support the decision of the Headteacher with regard to the timing of communication to parents.

Staff Roles

Any member of staff can give the order to lockdown the school

1. Front office staff ensure that their office(s) are locked and emergency services called.
2. Head or office staff member locks the school's front door and gates (if it is safe to do so).
3. Site Manager or senior leadership to ensure that all exits and internal doors are closed and locked if possible.
4. Individual teachers / TAs lock / close and lock classroom door(s) and windows, shutting blinds or curtains. Ensure lights and computers / smart boards are turned off. Nearest adult to check exit doors and close blinds in KS2 / KS1 / EYFS and outdoor classroom doors are closed.

Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Appendix A

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

([National Counter Terrorism Security Office - GOV.UK](https://www.gov.uk/government/publications/recognising-the-terrorist-threat))

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Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.