



Name of Policy:	Lockdown Policy
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Reviewed By:	LGB



Coastal Learning
PARTNERSHIP

Lockdown Policy and Procedures

As part of our Health and Safety policies and procedures the school has a Lockdown policy. Due to the fact that Lulworth & Winfrith CE Primary is set over two sites, this policy includes references to both premises.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 of the premises due to, for example, a nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by an unauthorised person intent on causing harm/damage.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime, and no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a 'bomb threat' – staff will dial 999 and ask police to respond. Staff will always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff have been notified that lockdown procedures are to immediately take place on hearing short bursts of an air horn from the corridor, playground or field. Adults may also state "ATTENTION LOCKDOWN".

Procedures

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, magnetic doors and all outside doors where it is possible to remain safe.
2. At the given signal the children will remain in the room they are in and the staff will ensure that the doors and windows are shut and screened where possible. Children will be positioned away from possible sightlines from external windows and doors. Lights, smart boards and all ICT equipment will be switched off if possible.
3. On Winfrith site, staff members should use the key on the hook to lock the doors leading out from the wet and messy area. Staff members should also sit with their backs against the doors into/out of the classrooms.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and will remain with that class and class teacher. Children using the school hall will remain in the hall and go into the disabled toilet and behind the curtain (Winfrith site) or enter the large cupboard with double doors (Lulworth site).
5. Teaching assistants should check in pupil toilets and direct children to nearest classroom.

NO ONE SHOULD MOVE AROUND THE SCHOOL

6. Staff should support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed by key staff e.g. SLT, Chair of Governors or a member of office staff in person that there is an all clear.

STAFF ARE NOT PERMITTED TO LEAVE THE SITE DURING LOCKDOWN

8. As soon as possible after the lockdown teachers should return to their usual classroom and conduct a register and notify the office immediately of any pupils not accounted for.

Staff Roles:

- Front office staff to ensure that their offices are locked and police called if necessary.
- Headteacher or office staff member to lock the school's front doors and entrances.
- Individual class teachers and teaching assistants to close/lock classroom doors and windows. Nearest adults to check exit doors of each classroom/cloakroom.
- Midday supervisors to ensure that the hall fire exit is shut and blinds closed.

Communication with parents/carers

- If necessary parents will be notified as soon as it is practical to do so using the school's established methods of communication – email via Arbor or telephone.
- Depending on the type of severity of the incident, parents/carers may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents/carers during lockdown.
- Parents/carers will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to lockdown, parents/carers will be notified and will receive information about the time and place pupils can be picked up from by office staff or emergency services.
- A letter to parents/carers will be sent home at the nearest possible time following any serious incident to inform adults of context of lockdown and to encourage them to reinforce with their children the importance of following lockdown procedures in these very rare circumstances.

Lockdown drills

Lockdown practices will take place termly to ensure everyone knows exactly what to do in such a situation. Practices might include reviewing the procedures involved in lockdown or practising as a class as well as carrying out a full lockdown drill. Monitoring of practice will take place and staff will be debriefed so improvements can be made.

Review

This policy and procedures will be reviewed annually as part of Emergency Fire and Evacuation Plans.

Additional information

Guidance on receipt of a bomb threat: <https://www.gov.uk/government/publications/bomb-threats-guidance>