



Policy Document Q05-25

Lockdown Procedure

1. INTRODUCTION

1.1 In extremely rare circumstances, the school may be required to enact a dynamic lockdown to ensure the safety and welfare of students, staff and visitors.

1.2 Dynamic lockdown is the ability to quickly restrict access and egress to the school site or building (or part therein) in response to threat, either internal or external.

2. AIMS

2.1 This policy sets out the method of lockdown that aims to prevent people moving into danger areas.

3. DEFINITIONS

3.1 A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside.

4. THE LAW

4.1 Children's rights at St Teilo's are underpinned by the articles of the United Nations Convention on the Rights of the Child.

4.2 Those present on the school site are protected by the duties imposed under the Health and Safety at Work Act 1974.

5. RIGHTS OF THE CHILD

5.1 This policy has its basis in the following missional rights of the child:

- a. Right I - The right to accurate knowledge and information.
- b. Right VI - The right to be as healthy and happy as possible.
- c. Right IX - The right to be safe around adults and other young people.
- d. Right X - The right to be listened to and taken seriously.
- e. Right XI - The right to be treated fairly and not in a cruel way.

6. TYPES OF LOCKDOWN

6.1 A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community.

6.2 In a lockdown, all school activities are moved indoors. Depending on the type of lockdown, interior and exterior doors are secured. No one is allowed to enter or exit the building. It may be that no one is allowed to enter or exit specific zones or rooms.

6.3 A partial lockdown means the doors leading outside the building are secured and people may not enter or exit the building.

6.4 Types of lockdown include:

- a. Shelter in place – usually an external health hazard where building evacuations are not recommended. The goal of this procedure is to keep people indoors until the threat has passed.
- b. Internal threat – this threat exists when the danger is inside of the school building. The goal of this procedure is to keep everybody safe until the threat is completely removed.
- c. External threat – this threat exists when the danger is outside of the school building. The goal of this procedure is to prevent the threat from entering the school.
- d. Full lockdown – this scenario involves a serious threat that requires immediate action.

6.5 The types of events that require lockdown include (for example):

- a. Aggressive or violent intruder
- b. Critically aggressive or violent pupil
- c. Hostage situation
- d. Riots
- e. Police activity nearby
- f. Dangerous animals
- g. Chemical or environmental incident

7. PLANNING

7.1 The leader of lockdown shall be the Headteacher or, in the absence of the Headteacher, a Deputy Headteacher. The Senior Leadership Team will coordinate lockdowns.

7.2 The lockdown leader will coordinate lockdown from a central position in main reception (when safe to do so). The school's two-way radio system will be used to communicate a coded phrase with lockdown coordinators.

7.3 Lockdown will be communicated to staff in the following ways:

- a. By email – sent by the Business Manager (or, in the absence of the Business Manager, the Senior Administrator) to all staff. The email shall initially state, “LOCKDOWN. LOCKDOWN. LOCKDOWN. REMAIN IN YOUR ROOM.”
- b. By SMS – sent by the Business Manager (or, in the absence of the Business Manager, the Senior Administrator) to all staff. The SMS shall initially state, “LOCKDOWN. LOCKDOWN. LOCKDOWN. REMAIN IN YOUR ROOM.”
- c. In person – conveyed quietly by lockdown coordinators to every room. The message shall initially be, “LOCKDOWN PROTOCOL NOW.”

8. LOCKDOWN PROCEDURE

Leadership

8.1 The lockdown leader will direct the lockdown and the lockdown message will be communicated by the lockdown coordinators.

8.2 The lockdown leader will contact emergency services.

8.3 The lockdown leader will nominate a staff member to return all outdoor classes to the building (as appropriate).

8.4 The Estates Team will secure all external doors.

8.5 Staff will ensure all lesson registers are completed and accurate.

8.6 Lockdown coordinators will maintain supervision of their designated zone according to an agreed schedule. Missing children will be searched for (as necessary and when safe to do so).

8.7 The lockdown leader will remain in contact with, and gather information from, lockdown coordinators by two-way radio.

8.8 The lockdown leader will initiate the all clear.

8.9 The lockdown leader will lead the debrief and manage communications.

Staff

8.10 In a lockdown, all staff will:

- a. Stay in their current room and close and lock all doors and windows where possible. In a full lockdown, if doors cannot be locked, rooms shall be secured by blocking doors with tables which run from one side of the room to the other.
- b. Remain in the room and supervise children until the all clear is given or any other such instruction from a lockdown coordinator.
- c. Turn off all lights, projectors and equipment and close blinds or curtains where present.
- d. Keep pupils calm and quiet.
- e. Ensure all mobile telephones are turned to silent.
- f. Ensure registers are completed and accurate.

- g. Assist those with additional learning needs.
- h. Alert lockdown coordinators to the possibility of missing pupils.

Pupils

8.11 In a lockdown, all pupils will:

- a. Follow instructions from staff immediately.
- b. Remain quiet, calm and alert.
- c. Turn mobile telephones to silent and not use telephones unless it is an emergency or unless permitted by staff.
- d. Be honest if they, or somebody they know, is playing a prank.

9. STAND DOWN

9.1 Only the lockdown leader can give the all clear. Normally, an all-clear status will first be agreed with emergency services, when present.

9.2 Stand down will be communicated to staff in the following ways:

- a. By email – sent by the Business Manager (or, in the absence of the Business Manager, the Senior Administrator) to all staff. The email shall state, “STAND DOWN. STAND DOWN. STAND DOWN.”
- b. By SMS – sent by the Business Manager (or, in the absence of the Business Manager, the Senior Administrator) to all staff. The SMS shall state, “STAND DOWN. STAND DOWN. STAND DOWN.”
- c. In person – conveyed quietly by lockdown coordinators to every room. The message shall be, “STAND DOWN. LOCK DOWN OVER.”

10. DEBRIEF

10.1 The lockdown leader (or authorised representative) shall lead the debrief following lockdown. The purpose of the debrief is to provide reassurance to the school community, ensure all facts have been gathered and to manage communication with all stakeholders.

10.2 Where appropriate, the debrief shall be conducted with the support of emergency services and local or national government.

10.3 The lockdown leader will liaise with local authority and diocesan communication teams to ensure clarity of message to stakeholders and the community.

11. VARIATIONS

11.1 Should the requirement for dynamic lockdown occur during a break time, the lockdown leader shall initiate the lockdown procedure in the usual manner. Lockdown coordinators will instruct staff and students to return to form rooms.

11.2 Should the requirement for dynamic lockdown occur immediately before or after the school day, the lockdown leader shall initiate the lockdown procedure in the usual manner. Lockdown coordinators will instruct staff and students to attend form rooms.

11.3 Where safe to do so, a lockdown coordinator shall be directed to secure the main school gate. This actions will provide an additional protection to the school's public (non-secured) space.

12. TRAINING

12.1 Staff training in lockdown procedures shall be conducted annually as part of the school's mandatory safeguarding training.

12.2 Pupils shall be advised at the beginning of each term of the importance of following staff instructions during emergencies.

STATUS: LIVE

LAST REVIEWED: AUTUMN 2025