



SAXON WAY
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PRIMARY SCHOOL

Lockdown Policy

Last Reviewed: January 2026
Next Review Date: January 2027

Reviewed annually

Rationale

As part of our health and safety policies and procedures, the school has a lock down policy. On very rare occasions, it may be necessary to seal off the school so that it cannot 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 lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

- 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 dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing a verbal command sent through the phones in all classrooms and areas. This function will only be permitted by the school office or the Head of School phones.

Procedures

The procedures that the school will follow are:

- Office staff are to make sure the front entrance door is locked; main gates are closed and side gates are closed.
- Head of School and support staff will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- School Administrator will get the school mobile phone and contact the police.
- Front gate and entrance door to be opened by the Head of School or School Administrator only.
- The signal hearing a verbal command through the classroom's phones, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible. Phones closest to the outside are year 2, year 1, year 6, Einstein and The Hive. Staff in these areas must alert staff outside immediately upon hearing the verbal command to follow lockdown policy.
- Members of site staff and SLT on duty to do a sweep of the outdoor areas but only if safe to do so before coming into school and securing the outside doors. If the threat is of a potential attack from someone then staff to remain indoors and wait for police. If a loose dog is the threat, then staff can observe from a distance so they can monitor the location.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and

computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.

- The Head of School will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken using the registers once in lockdown positions.
- Once the police are called the School Administrator will hand out the registers.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g., children using toilets when verbal command sounds.
- Head of School/or Assistant Head to ensure all outside doors are secure and then base themselves in the corridor.
- Site Manager and any cooking staff base themselves in the kitchen.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal ‘all clear’ message from the Head of School or Hub Operations Manager.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE

Staff Roles

- School Administrator ensure that the front entrance door is locked and police called if necessary.
- Head of School to shut and lock the outside and shut the inside office door.
- Catering staff to lock the kitchen and remain in the kitchen.
- Individual teachers/HLTAs/TAs lock or close the classroom doors and windows. Nearest adult to check exit doors in KS2/KS1/EYFS are locked.
- Staff on PPA stay in staff room/PPA room.
- Staff or children in the hall taken to the classroom
- All other staff/ children head to the nearest classroom.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via the school text system.
- Depending on the type and severity of the incident, parents 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 during a lockdown
- Parents will be asked not to call school as this will tie up emergency lines
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

Lockdown drills

Practices will take place a minimum of twice 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. Children will not be asked to hide during practices.