

	The Silverdale Federation – Broadwalk Green
Date	Autumn 2025
Review Date	Autumn 2027
Designated Governor	Giles Caldwell
Signature	

As part of our Health and Safety policies and procedures, the school has a Lockdown Policy. 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 in near vicinity of the school.

A partial lockdown would be implemented for example, if there was a dangerous dog in proximity or serious weather conditions. A full lockdown would be implemented if there were serious security risks on the premises due to, for example, nearby chemical spillage or attempted access by unauthorised person/s intent on causing harm/damage.

If an incident were to occur, the priority would be to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Other organisations, such as the local authority, would then be informed as appropriate.

It is important that school would be locked down as quickly as possible. At the first indication of a major incident or potential threat, the signal for lockdown will be administered and lockdown will begin immediately. If pupils are outside when the signal for a lockdown is sounded, staff members will take pupils to the nearest possible safe area that can be secured.

Raising the alarm

Staff are trained that when information is received about a situation that would require the need for a lockdown, whoever receives that information will immediately activate the school's lockdown system.

Procedures

It is important that school locks down as quickly as possible. At the first indication of a major incident or potential threat the following procedures will be taken.

Partial Lockdown – Everyone needs to be in a safe place

Staff and pupils will be notified over the tannoy. Staff will be notified if lockdown procedures are to take place stating '**ATTENTION PARTIAL LOCK DOWN**'. This signal will activate a process of Pupils being ushered into the school building if on the playgrounds as quickly as possible.

Instructions for Lockdown

- Lock external door.
- Staff gather everyone in the immediate vicinity into their classroom or secure area. Anyone in the hallway or toilet should move to the closest classroom/secure area immediately.
- Close the classroom door.

- Close the classroom blinds.
- Pupils to sit quietly and as calmly as possible.
- Teachers to take a register and confirm that everyone is present via the school's lockdown TEAM channel.
- Staff to await further information that will be sent via the school's lockdown TEAMs channel within the Whole School TEAM until directed by the emergency services or members of SLT to move or evacuate. Never open doors during a lockdown.
- Lockdown will end when a member of SLT visits the room and says - **lockdown is over**.

Full Lockdown - there is an immediate threat and everyone needs protecting

Staff and pupils will be notified over the tannoy. Staff will be notified if lockdown procedures are to take place stating '**ATTENTION FULL LOCK DOWN**'. This signal will activate a process of Pupils being ushered into the school building if on the playgrounds as quickly as possible.

At the given signal the Pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked. Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so. Once inside a secure area, staff should;

Follow the CLOSE procedure (as above)

- Close all windows, blinds and doors
- Lock doors
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – Be aware you may be in lockdown for some time- await further information and instruction to stand down from lockdown

Instructions for Lockdown

- Lock internal door.
- Place Pupils against the wall or underneath tables so they are out of view.
- Stay away from windows and doors.
- Turn out lights and computer monitors.
- Keep Pupils as quiet and as calm as possible.
- Teachers to take a register and confirm that everyone is present via the school's lockdown TEAM channel.
- Mobile phones should be on silent or put on vibrate.
- Staff to await further information that will be sent via the school's lockdown TEAM channel within the Whole School TEAM until directed by the emergency services or members of SLT to move or evacuate. Never open doors during a lockdown.
- Lockdown will end when a member of SLT/police visits the room and says, **lockdown is over**.
- If an evacuation occurs, everyone will be directed by the emergency services to a safe location. Once evacuated teachers should take roll to account for all Pupils present in class.
- If practicable, staff should notify the school reception that they have entered lockdown and identify any pupils not accounted for and any extra pupils who are now in lockdown in their room with them. Check by headcount – all present and class X in lockdown

Staff Roles

- Office staff - close the blinds; communicate lockdown information to staff; ensure the office is locked.
- Head of School/Office Staff/Site Officer to lock the school's front door and entrances if safe to do so.
- Support staff (including lunchtime staff) to assist teachers in classrooms.
- Catering staff to lock the door to the kitchen and turn off the lights.

NO ONE SHOULD MOVE AROUND THE SCHOOL

If an evacuation is required, staff and Pupils will be notified by the activation of the fire alarm.

Pupils and Staff Outside

If Pupils are outside (playtime/lunchtime/PE) guide them to the nearest designated safe place. This will either be their own classroom or the nearest classroom.

Toilets

The door into the toilet area cannot be locked so Pupils need to go to their classrooms. Staff who work in close proximity to toilets need to check them before locking down.

Open areas

The school's open areas must be vacated immediately and staff and Pupils must move to a secure area.

Terminating a lockdown

Lockdown will be concluded by a room to room visit from school SLT so that the occupants of a locked room know in fact that whoever is giving them the all-clear is in fact authentic. The person ending lockdown will say... **Lockdown is over.**

As soon as possible after the lockdown staff will return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Communication with parents/carers

- If necessary, parents/carers will be notified as soon as it is practical to do so via the school's established communication network – Classcharts
- Depending on the type and severity of the incident, parents may be asked NOT to collect their child from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, 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 / carers will be sent home following any serious incident to inform them of context of lockdown and to encourage parent to reinforce with their child the importance of following procedures in these very rare circumstances.

Lockdown Drills

It is important that pupils know what action to take if a lockdown happens at school. Becoming familiar with lockdown drills will improve the likelihood of these procedures being implemented swiftly and effectively.