



Fly high. Soar

Lockdown Policy

2026-2027

Approved by: Stacey Clark

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Next review due by: July 2027

Lockdown Procedure

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 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 lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Full Lockdown
To ensure consistent communication and safety, all classrooms and workspaces must be equipped with a walkie-talkie. These devices are required to remain powered on and monitored at all times during school hours. Immediate Lockdown Activation: Upon the broadcast of the code phrase ' Blackpool Tower ' via walkie-talkie, all staff must initiate lockdown procedures immediately. Simultaneously, the School Business Manager will provide an in-person alert to all personnel located in the staff room."
Procedures:
Follow the CLOSE procedure:
Close all windows and doors
Lock up
Out of sight and minimise movement
Stay silent and avoid drawing attention
Endure. Be aware you may be in lock down for some time

1. Activation & Initial Response

- **Alert:** Any staff member identifying a security risk must immediately broadcast the code phrase "**Blackpool Tower**" over the walkie-talkie.
- **Immediate Action:** Upon hearing the alert, staff must quickly usher all children into the nearest secure building.
- **Securing Perimeter:** All external doors, internal connecting doors, offices, and classrooms must be locked immediately, provided it is safe to do so.

2. Internal Room Security

Once inside a secure room, staff must:

- **Lock & Shield:** Lock all doors and windows. Close blinds or use screens to eliminate sightlines from the exterior.
- **Positioning:** Move children to a designated "safe zone" within the room, away from windows and doors.
- **Blackout:** Turn off all lights, interactive whiteboards, and computer monitors.
- **Communication:** Ensure all mobile phones are switched to silent mode.

3. Movement & Transitions

- **Unscheduled Movement:** Staff or children not in their assigned classrooms must proceed to the nearest lockable room immediately.
- **Strict Stay-Put Policy:** Once doors are secured, **NO ONE SHOULD MOVE ABOUT THE SCHOOL.** Do not open doors for anyone until the "All Clear" is given.

4. Communication & Accountability

- **Status Report:** Once a room is secured, staff must transmit a brief confirmation via walkie-talkie: *"[Room Name/Number] secure. [Number] students missing/unaccounted for."*
- **Student Support:** Staff are responsible for maintaining a calm, quiet environment to avoid drawing attention to the room.

5. De-escalation & "All Clear"

- **Verification:** Staff must remain in lockdown positions until a member of the Senior Leadership Team (Headteacher or Office Staff) provides an in-person "All Clear." Do not end lockdown based on a radio message alone, as this could be compromised.
- **Post-Incident Accounting:** Immediately following the "All Clear," teachers must return to their classrooms, conduct a formal register, and report any missing pupils to Reception via the emergency line or walkie-talkie.

Role	Primary Responsibility
Office/Finance Manager	Secure Main Entrance: Immediately lock the front door and gate. Emergency Services: Dial 999 to alert the police and provide the current situation report.
Headteacher / SLT	Perimeter Security: Ensure all secondary external entrances and gates are locked. Oversee the walkie-talkie coordination.
Teachers & LSAs	Classroom Security: Lock/close all classroom doors and windows. The nearest adult must check and secure any adjacent fire exit doors.
Staff in Staff Room	Re-entry: Return to designated classrooms immediately. Turn off lights and secure the staff room door upon exit.
Catering Manager	Kitchen Security: Close and lock all kitchen windows/shutters, turn off lights, and secure the kitchen area.

Communication with Parents & Carers

In the event of a lockdown, clear and timely communication is essential to prevent panic and ensure the safety of the school perimeter.

- **Primary Channel:** Parents will be notified via ClassDojo as soon as it is practically safe to do so.
- **Message Content:** The notification will briefly state that the school is in lockdown and that all children are safe.
- **Instruction to Parents:** Parents will be requested not to contact the school office or come to the school site, as phone lines must remain clear for emergency services and gates must remain locked to maintain security.
- **Follow-up:** A detailed update will be provided via ClassDojo once the "All Clear" has been officially given.