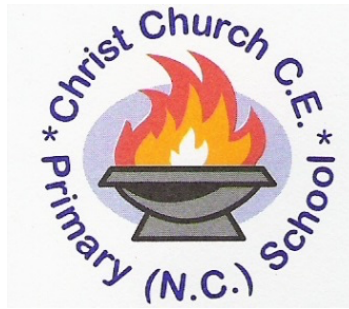




Christ Church C of E Primary School

Lockdown Policy/Procedures

This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.

Introduction

It is advisable that all schools should have effective lockdown procedures and that they are regularly practised and reviewed. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

It is impossible to prescribe generic details of a school's lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified.

Circulation and drills

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Dependent upon their age, pupils should also be aware of the plan and regular practices will increase their familiarity. Parents should also be made aware that the school has a lockdown plan. It is not advisable to circulate the actual plan, as if copies fell into the wrong hands, it could render the plan ineffective.

Key leaders should readily have access to key phone numbers across site so that a lockdown can be instigated from any place in the school should it be required.

LOCKDOWN PROCEDURES

PARTIAL LOCKDOWN

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Partial lockdown procedure

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	Headteacher
Liaison with parents	Office staff
Pupil control	Teachers

Signals	
Partial lockdown signal	Phone call to key school zones stating 'partial lockdown' Partial lockdown alarm will sound.
All-clear signal	Phone call stating 'all clear'
Evacuation signal	Continuous ring of the school bell

Other arrangements	
'Safe areas'	Classrooms Meeting rooms Library Offices
Communication arrangements	School phones Mobile phones Instant messaging/email

Partial lockdown procedure
The school is made aware of an incident that requires partial lockdown procedure to be implemented. Types of incidents that warrant partial lockdown include, but are not limited to, the following: • A local risk of air pollution • A civil disturbance in the local community with the potential to pose a risk to the school
The headteacher to make the decision to implement the partial lockdown procedure.
A partial lockdown signal is given.
Staff use school phones to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented.

The site manager is contacted to ensure they are aware of a partial lockdown.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors to return inside the school building and staff to ensure doors are secure.
Headteacher and site manager check outdoor areas and ensure all staff, pupils and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher or emergency services.
Headteacher and site manager check all external doors and windows are locked.
If the incident or potential threat involves an explosion, all windows blinds or curtains are closed.
In the event of an air pollution issue, all air vents are closed by the site manager .
Pupils return to their classrooms or other assembly points.
Classroom teachers conduct a register or headcount. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via phone , and an immediate search is instigated where appropriate.
All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the headteacher or emergency services.
Pupils and visitors are kept calm during the lockdown.
Pupils are not released to their parents during the lockdown.
Office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.
If it is necessary to evacuate the building, the evacuation signal is sounded.
Further action after the lockdown
Parents are fully informed of the incident via letter.
Senior leadership team review the partial lockdown procedure for its effectiveness and make changes as necessary.

Full lockdown procedure

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	Headteacher
Liaison with parents	Office staff
Pupil control	Teachers

Signals	
Full lockdown signal	Phone call to key school zones stating 'FULL lockdown' Full lockdown alarm will sound.
All-clear signal	Phone call stating 'all clear'
Evacuation signal	Continuous ring of the school bell

Other arrangements	
'Safe areas'	All classes/office team to remain in their classroom/office. If in the corridor or hall, go quickly to the nearest designated safe space and lock yourself in.
Communication arrangements	School phones Mobile phones Instant messaging/email

Full lockdown procedure
The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to, the following: • An intruder on the school site • A major fire in the vicinity of the school • The close proximity of a dangerous dog, or other animal, roaming loose
The headteacher makes the decision to implement the full lockdown procedure.
A full lockdown signal is given.

Staff use phones to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented.
The site manager is contacted to ensure they are aware of the implementation of the full lockdown.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.
Staff, pupils and visitors that are outside during the lockdown to come inside immediately to the nearest safe designated space If you are on the Year 4, 5 or 6 playground/field or Mugha, go to the Year 5 classroom. If you are on the Year 1, 2, 3 and 4 playground, go into either the Year 2 or 3 classroom.
Staff escort pupils and visitors to the nearest safe area.
The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.
The headteacher and site manager check all external doors and windows are locked.
All internal doors to safe areas are locked and all blinds are pulled down to cover all windows.
Access points to safe areas are blocked off by moving furniture to obstruct doorways.
Lights in all safe areas are turned off.
Classroom teachers or phase leaders conduct a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via phone , and an immediate search is instigated where appropriate and if it is safe to do so.
Verbal communication via phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.
Pupils and visitors are kept calm during the lockdown.
No pupil is released to their parents during the lockdown.
Where safe, answer telephone calls from parents and inform them pupils will not be released

while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place to be implemented on the school office phone.

The **headteacher** keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident. The headteacher will contact key contacts from School and Governor Support, Resilience Team, The Diocese and the Chair of Governors.

If it is necessary to evacuate the building, the evacuation signal is sounded.

The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.

The alternative evacuation point are the pencils on the Y1-4 playground

Further action after the lockdown

Parents are fully informed of the incident via letter.

The **senior management team** reviews the full lockdown procedure for its effectiveness and make changes as necessary.

Additional PHONE NUMBERS

Birmingham City Council School and Governor Support	0121 303 2259
Birmingham City Council Resilience Team	0121 303 4825
Diocese Contact	0121 426 0419
DHT/ SENCO Office	0121 675 3366
Building Services Manager	07455 142 671
Main Office	0121 675 5121
Staff Room	0121 675 3371
PPA Room	0121 675 3372

Updated: September 2025

Updated by: HT/Site Manager

Review - annually