



# Lockdown Policy & Procedures

Policy reviewed: *Spring 2026 (amended by staff February 2025)*  
Policy valid until: *Spring 2029*  
Policy owned by: *The Headteacher*

*Headteacher:* \_\_\_\_\_

*For and on behalf of the Governing Body:* \_\_\_\_\_

Full Lockdown and Partial 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, learners, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners and staff. This may also include where there is a need to restrict the movement of learners around the school environment.

## **Full Lockdown**

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)

***The school's lockdown signals would be a verbal message from the Head teacher "Code Red"  
Continuous whistle blown by staff to gather pupils in from outside  
Continuous whistle blown by staff to gather pupils on carpet in Class 1***

### **Signal for the all-clear to staff:**

Email / Whatsapp from the school office followed by a verbal response from the Head teacher – "All clear"

### **Full Lockdown Instructions:**

- Pupils remain in their classrooms.
- Pupils outside return to classroom
- Staff complete head count using laminated Fire Drill register (copies kept in School House)
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their pupils.
- Entrance points should be secured e.g. doors and windows
- External doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows closed.
- Window blinds closed (Class 2 and 3)

### **Communication:**

- School telephone to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send Whatsapp messages and instructions.
- Email via classroom laptops.

### **Notes**

If someone is taken hostage then the school should seek to evacuate the rest of the site.

## **Partial Lockdown**

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be

appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

**Immediate action:**

- All outside activity to cease immediately, learners and staff return to building.
- Staff complete head count using laminated Fire Drill register (copies kept in School House)
- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and learners.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and email, but will not make unnecessary calls to the central office as this could delay more important communication.

Actions to be taken where possible to ensure that the incident does not re-occur

**Communication between parents and the school**

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents email or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable.

***If Ysgol St George is in a full/partial lockdown situation:***

- During this period the phone, entrances and possibly the Headteacher's office will be un-manned and external doors locked. Please wait for further instructions and information.'
- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;

## Appendix – Lockdown Checklist from Local Authority



### Ysgol St George Lockdown Procedure

<b>Signal Alarm or signal for lockdown</b>	<b>"Code Red"</b> WhatsApp message or verbal
<b>Signal for stand down / all-clear</b>	<b>"All Clear"</b> WhatsApp message or verbal

<b>Response Team</b>	
<b>Role</b>	<b>Name</b>
Incident Control Officer	Sian Wilkinson (Cathy Leary in Headteacher's absence)
Local Authority	<b>Contact Education Services on 01492 575031</b> <b>Galw Gofal (out of office hours) 0300 123 6688 / 0300 123 3079</b>

<b>Communication arrangements</b>
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Staff mobile phones – using WhatsApp

<b>Action Plan</b>
Sound Signal Alert - Activate lock-down procedures immediately
Dial 999 as soon as safe to do so
Contact Local Authority when safe to do so
All pupils to be ushered into the school building if on the playgrounds as quickly as possible and the locking of all outside doors where it is possible to remain safe
All pupils to remain in the room they are in
Staff to secure room and take action to increase protection from attack - Lock and barricade doors and windows. Staff to close blinds/curtains/screens in Classes 2 and 3.
Staff to position pupils away from possible sightlines from external windows/doors e.g. sit on the floor/against a wall.
Turn off lights, fans, whiteboards and computer monitors.
Staff to support pupils to stay as silent as possible, calm and out of sight. (writing / displaying instructions on whiteboards / monitors etc as long as it can't be seen by the intruder)
Put mobile phones on silent
If practicable, staff should notify the Head Teacher or office by phone (WhatsApp) that they have entered lockdown and those pupils not accounted for.
Staff to remain in lockdown positions until informed otherwise by Headteacher /Emergency Services.

After the lockdown, teachers return to their base classrooms and conduct a roll call and notify the Headteacher or office staff immediately of any pupils not accounted for.