



# Lockdown Procedure

|                              |                  |
|------------------------------|------------------|
| <b>Governor Review Date</b>  | Autumn 25        |
| <b>Review Frequency</b>      | Annual           |
| <b>Date for Next Review</b>  | Autumn 2026      |
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Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

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

The school's lockdown plan is as follows:

| <b>Alarm</b>         |                                                               |
|----------------------|---------------------------------------------------------------|
| Signal for lockdown  | A continuous alarm will sound for 10 seconds before stopping. |
| Signal for all-clear | A continuous alarm will sound for 10 seconds before stopping. |

| <b>Lockdown</b>                                               |                                                                                                              |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Rooms most suitable for lockdown                              | All classes to remain in own classrooms.                                                                     |
| Entrance points (e.g. doors, windows) which should be secured | Internal doors<br>External doors<br>All windows<br>Roller shutters down<br>Blinds / Curtains closed          |
| Communication arrangements                                    | Classroom telephones / radios                                                                                |
| Notes                                                         | <b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</b> |

| Ref | Initial response - lockdown                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tick / sign / time |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| L1  | <p>Ensure all pupils are inside the school building. If possible, children and adults are to follow an invacuation procedure and enter the building via the nearest door. They will then take cover in the nearest safe space.</p> <p>Alternatively, ask pupils to hide or disperse if this will improve their safety.</p> <p>Classroom teachers are responsible for their own class. Pupils to seek cover under their tables, or hide in a place that is hidden from windows.</p> |                    |
| L2  | Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.                                                                                                                                                                                                                                                                                                                                                                                 |                    |
| L3  | Headteacher and/or school admin team to dial 999. Dial once for each emergency service that you require.                                                                                                                                                                                                                                                                                                                                                                           |                    |
| L4  | <p>Ensure people take action to increase protection from attack:</p> <p>Block access points (e.g. move furniture to obstruct doorways)</p> <p>Sit on the floor, under tables or against a wall</p> <p>Keep out of sight</p> <p>Draw curtains / blinds</p> <p>Turn off lights</p> <p>Turn off screens</p> <p>Stay away from windows and doors</p>                                                                                                                                   |                    |
| L5  | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.                                                                                                                                                                                                                                                                                                                                                                 |                    |
| L6  | If possible, check for missing / injured pupils, staff and visitors.                                                                                                                                                                                                                                                                                                                                                                                                               |                    |
| L7  | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.                                                                                                                                                                                                                                                                                                                                                                             |                    |

The National Counter Terrorism Security Office (NaCTSO) summarises the actions to consider in response to an incident. These are:

- **Run:** escape the incident safely and bring others with you
- **Hide:** when it isn't possible to escape safely, find cover
- **Tell:** call 999 and share information with the police
- Staff will be alerted to the activation of the plan through a continuous alarm sounding for 10 seconds
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide in the Eco Garden or reading huts.

- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, the class teacher should complete a headcount and notify the office immediately of any pupils not accounted for via their classroom telephone or radio (please wait for the office to contact you directly to report your class status to avoid over speaking on the radio). Once you have confirmed your status with the office, please turn your radio to a low volume. If more than one member of staff is available in the classroom, one member of staff to search for missing pupil. Alternatively, radio for assistance from Headteacher or Deputy Headteacher.
- Staff should encourage the pupils to keep calm.
- As appropriate, the Headteacher or school office will establish communication with the Emergency Services, Steel River CEO, and notify Redcar and Cleveland Council.
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate.

**It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a term. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).**

### **Partial Lockdown**

#### **Alert to staff: '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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building 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 advice from the Emergency Services. This can then be communicated to staff and pupils.

'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.

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.

## Full Lockdown

### Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### Immediate action:

- All pupils return to classroom.
- External doors locked. Classroom doors blocked.
- Windows locked, blinds drawn, roller shutters down, pupils sit quietly out of sight.
- Register taken/head count-the office will contact each class in turn for an attendance report via mobile phone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message given to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, which will be radios, but will not make unnecessary calls to the central office, as this could delay more important communication.

## Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by letter, newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen 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 his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger; and
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told

***'..the school is in a full lockdown situation. During this period, the telephone and entrances will be unmanned, external doors locked and nobody allowed in or out...'***

## **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regard to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Redcar and Cleveland Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

***Every care has been taken in the compilation of this policy and the information provided is correct at the time of publication.***

***Any policies that have been referred to in this policy are available on the school website ([www.caedmonprimaryschool.co.uk](http://www.caedmonprimaryschool.co.uk)) or are available upon request from the school office. Written information that is normally provided by the school can be provided in alternative forms***

### Lockdown Roles 2025-26

|             | <b>Securing the Area/<br/>Adults in the area</b>                                                                                                                                                                                                          | <b>Pupil Organisation</b>                                                                                                                                                                                                                                                                                                         | <b>Area</b>                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Nursery     | The adult that is on 'oversee' or Lead TA role will put the shutter down once everyone is inside the classroom and will move the closest furniture in front of the doors and turn lights off as they move around the space.                               | All children will be led into the cloakroom by the lead adult in the classroom. Children will sit down and will be told to keep quiet and still. If children are outside they will be brought inside by the adult who will then sweep the outside area before coming in.                                                          | Cloakroom                                     |
| Reception   | The adult that is in the Lead Teacher role will put the shutter down once everyone is inside the classroom and will move the closest furniture in front of the doors and turn lights off as they move around the space.<br><br>Miss Hunt<br>Miss Hurndall | All children will be led onto the carpet area by the lead adult in the classroom. The second adult will help to keep the children quiet. Children will sit down and will be told to keep quiet and still. If children are outside they will be brought inside by the adult who will then sweep the outside area before coming in. | Area outside toilets                          |
| Year 1 to 6 | The adult that is in the Lead Teacher role will put the shutter down once everyone is inside the classroom and will move the closest furniture in front of the doors and turn lights off as they move around the space.                                   |                                                                                                                                                                                                                                                                                                                                   |                                               |
| Year 1      | Miss Bedford<br>Mrs Robinson                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                   | Reading area<br><br>Near small courtyard door |
| Year 2      | Mr Comasky<br>Mrs Temple<br><br>Mr Bridge/Mrs Anderton                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                   | Kitchen area - HT<br><br>Reading area – RB/BA |

|            |                                                                    |  |                                                                                                              |
|------------|--------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------|
| Year 3     | Miss Truscott<br><br>Miss Nimmo<br>Mr Woodhead<br><br>Miss Warrior |  | Kitchen area - AW<br><br>Reading area - TW                                                                   |
| Year 4     | Mrs Wilkinson<br>Miss Curry<br>Mr Sellers                          |  | Reading areas – both classes                                                                                 |
| Year 5     | Mrs Moyse<br>Mrs Tyson<br>Mrs Ward                                 |  | Reading / kitchen area                                                                                       |
| Year 6     | Miss Sherris<br>Miss Dunn<br>Miss Goddard                          |  | Kitchen area - ND<br>Reading Area - KG<br><br>Annexe (if used)<br>Under windows or join the other Y6 classes |
| Main Hall  |                                                                    |  | In front of kitchen hatch                                                                                    |
| Round hall |                                                                    |  | Between Reception class door and Y3 door – backs to the wall.                                                |