



LOCKDOWN PROCEDURE

Date adopted: January 2026

Date for next adoption: Autumn Term 2026

Reviewed by: FGB Committee

Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- **Civil disturbance / reported incident in the local community** (with the potential to pose a risk to staff and pupils in the school)
- **Intruder or Intruders on the school site** (with the potential to pose a risk to staff and pupils)
- **Air Pollution Warning received regarding a risk locally** (smoke plume, gas cloud etc.)
- **Major fire in the vicinity** of the school
- **Dangerous dog roaming loose**

Lockdown Signals

Alarm or signal for lockdown	Warning bells activated – 7 short bells
Signal for stand down / all-clear	School bell sounds twice + confirmation email/message from SLT

Staff responsibilities

Role	Responsibilities	Emergency Contact Number(s)
Headteacher	Decide on the type of response needed, coordinate the response, follow the plan & record actions taken, maintain contact with the emergency services	Ext 293
Deputy Head: Head of Junior School	Deputise above if required. Escort visitors to agreed safe place. Communicate with parents/carers	Ext 262
Facilities Manager	Ensure access points are secured	Duty Phone: 07542 018098 Facilities Manager: 07933 420554
SLT	Assist with above	
Teachers/Support Staff	Bring pupils to classroom/place of safety. Take register & remain with students.	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Classrooms	Teaching rooms
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2. Offices	Faculty/department/Repro/SEN/Finance/Receptions/Assistant Heads/PR
3 Sports hall	Changing rooms or offices up stairs
4. Large capacity spaces	Either end of senior library (closing oak doors), design room, drama studio

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

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.

Two-way radios, landlines, staff mobiles, emails, sirens

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Details	St John's Church, Surrey Road, Poole, BH12 1EG 01202 303626 or 01202 665511 (vicar)
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Other useful contacts:

Name	Emergency Contact Number

	Lockdown Procedure: "What to do"	Completed by (sign and time)
1	Sound Alert (7 short bells) - Activate lock-down procedures immediately	
2	Dial 999	
3	All children, staff, parents and signed in visitors proceed to the nearest safe place (this may be dependent on what and where the risk is)	
4	Secure rooms – Lock/barricade doors and windows	
5	Close windows / blinds	
6	Turn off the lights, fans or mobile air conditioning units (to reduce noise and the risk of exposure to any chemical/biological attack)	
7	Hide, sit on the floor under desks, and away from windows	
8	Staff should encourage the pupils to stay as silent as possible - put any mobile devices to silent and not send any communications	
9	Once in lockdown mode staff should notify the relevant school office by email, using iPads, of any pupils not accounted for. (Juniors isoffice@talbotheath.org and seniors office@talbotheath.org State Staff name, location, class/group, any pupils unaccounted for)	
10	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
11	If possible, check for missing / injured students, staff and visitors	
12	Evacuation: Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services or if the fire alarm sounds	
13	All Clear: Once the lockdown has finished, an all-clear message will come from the Emergency Services or via SLT/email, to release pupils from lockdown. The school bell will sound twice. Dependent on the nature of the lockdown it may	

	be appropriate to resume the school day or Parents will be contacted with details about collection/transit home	
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Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 their 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.
- Wait for the school to contact them about when it is safe for them to collect their children, and where this will be from.

The communication with the parents part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, **it may also be prudent to reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out'.**