



LOCK DOWN POLICY

MARCH 2025

Date Approved by Governors: April 2025

Review Date: March 2026

1. Introduction and Context

This policy is intended to ensure that students and staff are safe in situations where there is a threat in the school grounds or outside the school that requires students, staff and visitors to remain securely within the school buildings for their own safety.

This policy applies to employees, volunteers, parents/carers, students and people visiting the school site. It covers the procedures and personnel responsible when the school is required to be securely locked down during the school day.

Priory Junior School Lockdown Policy applies when students and staff need to be locked within buildings for their own safety due to a critical incident or report of the academy being at risk.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the school site with the potential to harm students, 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.
- Serious accident on-site requiring good access for emergency services or restricted access for students.

This is not an exhaustive list.

Priory Junior School staff will ensure that all items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

2. Communicating with stakeholders

Copies of this policy have been disseminated by email to all staff and a copy can be found on the staff drive, within the policies folder. Students will be made aware of the policy through key assemblies and teacher directed time in class.

As soon as a lockdown is declared, the Headteacher will correspond with parents and local stakeholders as appropriate. A draft communication is available at the end of this policy.

A copy of the lockdown policy is available on the school's website.

3. Testing of the policy

The Headteacher, or member of staff designated by him, will schedule at least one practice lockdown drill per year and will be responsible for ensuring that all staff members are clear about the procedure before the practice drill takes place. The Headteacher/SLT will remind students of the lockdown procedure during the first whole school assembly of each term.

4. In School Lockdown Procedures

In the event of an emergency, the Headteacher or in their absence the Deputy Headteacher or DSL, will make the decision, in consultation with the Police, on whether the school should be locked down.

A lockdown signifies an immediate threat to the school.

It is important to remember that is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder(s) 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 remained within the building.

Alert – the school bell will alarm manually (start-stop) 5 times

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 students, staff and visitors in the school (e.g. when an intruder is within the school grounds). It may also be a result of a warning being received (i.e. regarding the risk of air pollution, etc).

Immediate action

All outdoor activity to cease immediately with students and staff returning indoors and reporting to their classrooms. In the case of an intruder this should be the nearest room.

- People in classrooms should remain in their designated rooms.
- Outdoor classes should report to The Den.
- External doors are to be locked.

- Internal doors should be locked, where a present member of staff has a key.
- Windows should be locked and blinds drawn closed.
- Students should sit quietly out of sight of windows (e.g. under the desk or around a corner).
- Noise must be kept to a minimum.
- Registers should be taken on Scholar Pack.
- Communication will be made between staff by way of email to the office@ and sbm@ email addresses (cc both). Teaching staff should notify the office of any children who are out of the classroom but have been registered as attending that session.
- The Site Manager, and in his absence the DSL, will sweep the students toilets if it is safe to do so.

All people remain on lockdown until it has been lifted by the Headteacher or a designated senior leader or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the fire alarm being activated (a continuous alarm).

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

Communication channels should be discreet – accessing the email system and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.

Communication arrangements

- Mobile phones (SLT)
- School alarm system
- Phones
- Emails
- Walkie Talkies
- Text (parent contact)

Emergency Services – ongoing communication

It is essential that lines of communication with emergency services are kept open as they are the best position to offer support and advice in an event such as this. They will support with communicating with parents.

Communicating with parents

Priory Junior School acknowledges parents/carers concerns for their children's welfare. Our lockdown procedures will be shared with parents/carers via the publication of this policy on the school website and updates in the schools' newsletter. Parents will be notified of practice lockdowns by the Headteacher, in advance.

If the school should go into lockdown, we will notify parents/carers as soon as it is safe to do so, by text. We will give as much information as is possible to ensure that anxieties are addressed.

We ask that parents/carers awaiting communication do not call the school as continuous calls will led to phone lines being blocked at a time where we need to access direct communication with Emergency Services.

We will notify parents/carers when it is safe to collect their child/ren.

5. Lockdown situations when away from Priory Junior School

The school will always carry out a risk assessment prior to visits and trips. These also consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising students on the trip. Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is difficult to predict circumstances where an emergency situation might arise in a way that specific planning an be undertaken but as a minimum, it will be prudent to show students an emergency meeting point if the party gets separated and remind students to follow instructions given by the Emergency Services. If the trip involves staying overnight, trip leaders will identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

LOCKDOWN PROCEDURE TICK LIST (some actions will run simultaneously)

Stage	Initial Response	Action taken Y/N	Action taken by
1.	Headteacher or DSL instructs alarm to be sounded for complete lockdown (5 short rings).		Office staff
2.	Student control: ensure all students are inside specified assembly points (classrooms or the Den).		Teachers/TAs
3.	Adult control: ensure all staff members and visitors who are not teaching/supporting students at the start of lockdown are secured in the nearest safe space.		Staff members to email the office@ & SBM@ emails
4.	Secure all entrance points including: <ul style="list-style-type: none"> ▪ External doors ▪ Gates ▪ Fire doors ▪ Internal doors ▪ Internal windows ▪ Air vents (in the event of air pollution). 		Site Mgr/HT Teachers/TAs
5.	Dial 999 for emergency services under instruction from Headteacher.		Office staff
6.	Text communication with parents (if safe to do so and under direction from Headteacher/DSL and/or Emergency Services).		Office staff
7.	Text communication with classes on trips. Children to be diverted to All Hallows School.		Office staff
8.	Ensure staff members take necessary action to protect from further dangers: <ul style="list-style-type: none"> ▪ Block access points with available items like furniture ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight, ensure blinds and windows are closed. ▪ Stay away from windows and doors once the check is completed. ▪ Instruct students to turn off any devices like tablets. ▪ Staff to turn devices to silent. 		Teachers/TAs
9.	Ensure that all students are aware of the importance in following instructions immediately and staying quiet. Make them aware of possible exit points in the event that the room becomes unsafe. Students, staff and visitors, are to remain in the room until the signal has alarmed for staff to know it is safe for them to assemble at the fire evacuation point.		Teachers/TAs

10.	Take registers on Scholar Pack. Report absences via email to SBM/office@.		Teachers/TAs
11.	Check for missing or injured staff/students if it is safe to do so.		Headteacher
12.	Students who are outside of the building on the playing field should remain there, if safe to do so. Ensure the gates are locked and students are hidden out of sight. All staff should have a walkie talkie with them when taking students on to the field.		Teachers/TAs
13.	If someone is taken hostage on the school premises, all other staff, visitors and students are to be evacuated to All Hallows Primary School, under the guidance of the Emergency Services.		Headteacher/DSL Teachers/TAs
14.	Signal given for all clear (Office staff): fire alarm sounding indicates that students and staff are safe to evacuate the building and report to the designated area for fire safety for a full role call. After a full role call students will return to timetable classrooms for staff to offer guidance and support.		All staff
15.	Text to all parents under direction of Headteacher/ Emergency Services.		Headteacher/DSL
16.	Report the incident to Whitehills Trust.		Headteacher/DSL



Priory Junior School, Priory Road, Gedling, Nottingham, NG4 3LE
Head Teacher: Mr. J. Cross

Date.

Dear Parents and carers

At Priory Junior School, the safety and well being of our pupils is our top priority. To ensure that we are prepared for any emergency situation, we will be conducting a lockdown drill on Thursday 3 April 2025 at 9.30am.

A lockdown drill is a practice exercise that helps pupils and staff know what to do in the event of an emergency that requires us to secure the school building. Just as we practice fire drills to prepare for a fire, we practice lockdown drills to be prepared for other types of emergencies.

During the drill, staff will follow established safety procedures to secure their classrooms, and other areas. Pupils will be instructed on how to remain quiet and follow directions. The drill will be conducted in an age-appropriate manner, with staff explaining the procedures to pupils in a calm and reassuring way.

We understand that the idea of a lockdown drill can be concerning for some parents and pupils. Please be assured that these drills are an important part of our safety protocol and are designed to help everyone know what to do to stay safe in an emergency.

If you have any questions or concerns about the lockdown drill, please feel free to contact the school office. We are committed to keeping our school a safe and secure environment for all our pupils, staff and visitors.

Thank you for your support and understanding.

Yours sincerely

Mr J Cross
Headteacher