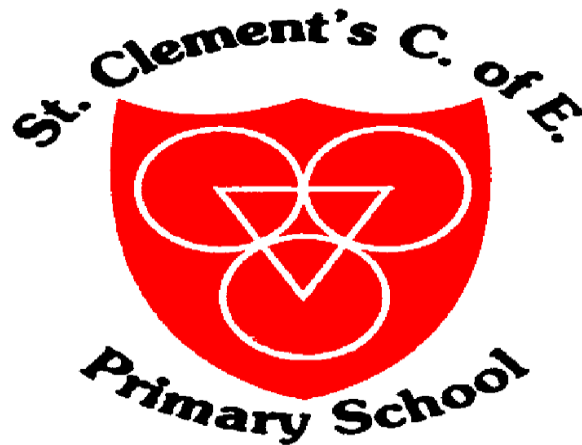


St Clement's CofE Primary School



Lock Down Policy and Procedures

Reviewed & Approved by JP (Head): July 2026

Review date: July 2027



“With Faith, Hope and Love We Can Achieve Greater Things.”

Vision Statement:

At St Clements, we aim to ensure that everyone thrives within our caring Christian community.

We will use our Christian Values and Bible verse to provide hope during difficult times, gain strength from our faith and ensure love guides us, as an inclusive school family, in all of our actions.

Our Christian Values: (Guiding our Thinking and Behaviour)

Love- (Core Value that all of our 6 Values Flow):

Faith

Hope

Respect

Compassion

Forgiveness

Thankfulness

DDA STATEMENT

At St. Clement's we will aim to:

- Promote equality of opportunity between disabled people and others.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of disabled pupils that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled people in public life.
- Take account of a disabled person's disabilities, even when that involves treating a disabled person more favourably than another person.

Rights Respecting School Link to Articles:

3, 8, 12, 13, 14, 16, 17, 23, 27, 28, 29, 30, 31, 32, 36, 39,

St Clements C of E Primary School
Lock Down Policy and Procedures

Rationale As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside or to minimise damage if a person/s has already gained entry. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in school, on the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, attempted or actual access by unauthorised person's intent on causing harm/damage.

Notification of Lock Down Staff will be notified that lock down procedures are to take place immediately on hearing 3 rings of the bell. OR

If the incident is occurring in a location away from the sight of the main office, staff in that department are to sound the air horn, 5 times.

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building or starting the CLOSE procedure, where they are, as quickly as possible and the closing of the school's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed and screened where possible and children are positioned away from possible sightlines from external windows/doors by sitting behind their chairs on the floor.

Exceptions to this rule are:

Y6 - move into the ICT suite

Nursery & reception - sit on the carpet areas away from external windows

Staff who have mobility issues and who may find it difficult to get on and off the floor, are to go into their class stock rooms.

3. Lights, Smart boards and computer monitors to be turned off. Mobile phones are used to contact emergency services, then put on silent mode.

4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

5. If the school enters lockdown when pupils are outdoors, pupils will walk to their nearest door and walk to the nearest classroom and position themselves as in point 2 above.

6. If practicable staff should notify the front reception by phone or walkie talkie that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

9. As soon as possible after the lock down teachers and pupils return to their classrooms (if not there during lock down), conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. Office staff to pull down the shutter that covers the internal office door and then lock the internal office door from inside the office. Office staff to ensure that the internal shutter to the main office window is also down, before going into the school business manager's office, locking this door & calling the police.
2. The Head Teacher will put down the shutter that leads to their office door, phone the police and relevant number at the city council & sit underneath the desk.
3. Kitchen staff will move themselves into the stockroom in the kitchen and shut the door.
4. If any members of staff or visitors are in the medical office, they are to put down the shutter that covers the door & sit underneath the desks.
5. Individual teachers/ TAs close classroom door(s) and windows. Nearest adult to check exit doors and return as quickly and as quietly as possible to the nearest classroom.

Communication with parents:

Parent/carers will not be notified during the lockdown to prevent them from turning up at school and potentially hindering the work of the emergency services and putting themselves at risk.

Parent/carers will be contacted on the advice of the police and as soon as it is practical to do so, via the school's established communication network – group call text message/ dojo

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

The media will be informed about the Lockdown via this prepared statement:

*"Following an incident (**INSERT BRIEF DETAILS AND TIME** e.g. serious accident/serious breach of security/Fire/Flood etc.) at the school we are working with the relevant authorities and personnel to do everything possible to manage the situation ensuring the safety of our children and staff is our main priority. The school is currently closed and is unable to take calls. All those directly affected have been informed and we will issue a further statement as soon as we have further details including providing updates through our website and social media channels."*

Lock down drills

Lock down practices will take place termly to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures

Lock Down Plan

Management and Control	
Nominated person	Responsibility
School Business Manager	Initial contact with the emergency services
Head Teacher	Initial contact with local authority. Follow up contact with police (999)
Office Staff	Liaison with parent/carers
Teachers	Pupil control

Signals	
Signal for lockdown	3 rings of the bell OR bursts of an air horn.
Signal for all-clear	1 continuous ring of the bell OR burst of the air horn

Lockdown	
Specified assembly points	Classroom, Offices, School Hall, Kitchen stock room
Entrance points	Main School Entrance
Communication arrangements	Telephone System Mobile phones Walkie Talkies
Notes	

Lockdown Plan				
Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside			
2	Secure all entrance points to the school.			
3	Dial 999 for each emergency service that the incident requires			
4	Ensure that staff members take action to increase protection from further danger: • Block access points. • Sit on the floor, behind chairs or against the wall. • Keep out of sight and draw blinds to avoid detection. • Turn off lights and computers. • Stay away from windows and doors.			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so.			
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.			
8	Head Teacher establishes the point at which the police have taken control of the situation			
9	Office Staff communicate to parent/carers that we have been in a full lockdown situation			
10	Head Teacher delivers pre-prepared media statement			
11	As soon after the incident as is possible, the business continuity team will conduct a review of the incident			

