

# Ramshaw Primary School



## Lockdown Policy and Procedures

Policy written: September 2025

Ratified by Governors: September 2025

Date of review: September 2026

## Rationale

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, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. Although this document provides advance planning of what needs to be done to lockdown our school, we recognise that flexibility of these plans may save lives.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community (with the potential to pose a risk to those in the school).
- An intruder on the site (with the potential to pose a risk to those in the school).
- A warning being received regarding a local risk 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:

Signals	
Signal for lockdown	Staff will be alerted to the activation of the plan through a recognisable signal. (This is different to the evacuation signal).
Signal for all - clear	The repeat of the above signal or communication through designated adults or a member of the emergency services.

Lockdown	
Initial response	Action
Ensure all pupils are in their classrooms.	The class teacher to secure the internal door, check the external cloakrooms door is closed, shut all windows and blinds. The class teacher to encourage children to take cover under a table and keep them calm. If children are in the hall they are to be taken to their classroom as quickly as possible, if safe to do so.
Ensure all pupils are inside the building.	Class teacher to take the children to the nearest building and in to the nearest vacant classroom (if their own classroom is close and vacant that should be used).
If the risk is outside the building, lock secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	Senior leadership and administration staff to make sure this has happened.

<b>Call emergency services</b>	SLT or office staff to alert the police. Administration staff will establish communication with the emergency services and notify Durham County Council.
	Office staff will make sure that the emergency services have mobile numbers for the senior leadership team.
<b>Seek best protection for children, staff and visitors</b>	<ul style="list-style-type: none"> <li>• Block access points</li> <li>• Class teacher to take a head count of children in the room Encourage children and staff to sit under tables or behind a wall</li> <li>• Keep out of sight</li> <li>• Close blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul>
<b>If possible, check for missing/injured pupils, staff and visitors</b>	Senior leadership team and admin staff. Class teacher to take a head count of children in the room.
<b>Remain inside until an all clear has been given or unless the evacuation alarm is sounded or you are told by emergency services.</b>	The evacuation alarm will be the fire alarm; however, staff, pupils and visitors will follow the lead of either the emergency services or senior leadership team as to where to go.
<b>Contact parents</b>	Admin will contact parents via ClassDojo as soon as practically possible. Parents must respect the advice from the emergency services and not try to intervene, if asked not to.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, an annual staff meeting is dedicated to the training of all staff in the lockdown procedures. Part of this training involves the principals of 'Stay Safe' (**Appendix A**)

## Procedures:

### Partial Lockdown

Senior leadership team and admin staff will alert staff of a 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, pupils and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### Immediate Action:

1. Staff will be alerted by senior leadership team or office staff.
2. 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.
3. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.
4. All situations are different, once all staff, pupils and visitors 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, pupils and visitors.
5. 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.

6. In the event of an air pollution issue, Emergency services will advise as to the best course of action in respect of the prevailing threat.

## Full Lockdown

All staff will be alerted to a full lockdown through a recognisable signal. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. This can also be done through the use of a whistle if there is no access to the whistle.

### Immediate action:

1. All pupils return to classroom. Children must be made aware of where the nearest safe area is to go if they are in the toilets or anywhere else in the school other than their classroom. **If children are outside, staff will, depending on the situation move them to the nearest 'safe place' indoors or move them to 'hide/take cover' or leave the premises by the nearest gate, if it is safe to do so.**
1. Classroom doors blocked.
2. Windows locked, blinds drawn, lights and smartboards switched off, pupils sit quietly out of sight, under tables if possible.
3. Head count of the children will be taken by the class teacher. Check attendance in class by referring to the register number which should be clearly marked up on the board daily for anyone covering. If any child is missing this should be communicated to the HT or member of SLT if possible.
4. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or emergency services.
5. At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
6. Staff will remain with their pupils at all times and maintain as best as they can a calm atmosphere in the room and keep alert to the emotional needs of the pupils. Pupils must be quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.** During lockdown staff must keep all lines of communication open and must not make any unnecessary contact to anyone during this time.

## Communication between parents and the school

Our school's lockdown procedures will be shared with parents via the school website and Class Dojo. 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 provider.
- **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. Pupils will not be released to parents during a lockdown.

- **Parents should wait until staff contact them to hear about when to collect their children and where from.**
- **Wait for the school or the emergency services to contact them** about when it is safe for them to come and 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 phones will be unmanned, external doors locked and nobody allowed in or out. An update will be provided as soon as possible*'.

## **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

Provide the following instructions to the emergency services;

- **Identify yourself, the school name and full address**
- **Describe the situation/type of situation (all known information).**
- **Identify if anyone is injured, type of injury and the severity of the injuries if known.**
- **Stay on the line and provide information as requested**

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

## **Staff Roles**

Any member of staff can give the order to lockdown the school

1. Office staff ensure that their office is locked and emergency services called.
2. Head or office staff member locks the school's front door and gates (if it is safe to do so).
3. Caretaker or senior leadership to ensure that all exits and internal doors are closed and locked if possible.
4. Individual teachers / TAs block / close and lock classroom door(s) and windows, shutting blinds or curtains. Ensure lights and computers / smart boards are turned off. Nearest adult to check exit doors and close blinds in KS2 / KS1 / EYFS and outdoor classroom doors are closed.
5. **If children are on the school field, then guide them to Ramshaw Play Area if safe to do so. If that is not possible then they need to DISPERSE, DROP and COVER. Communication to be maintained through walkie talkies.**

## **Lockdown drills**

Lockdown practices will take place with staff and the signal communicated to the children, e.g. if they hear the alarm this is what we do, a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

## **Training and Exercise**

Situations requiring a school lockdown to be activated are rare. Similar to fire safety, fires in school are not expected to occur but must be prepared to react expeditiously and effectively should the fire alarm sound; as for fire safety, staff and pupils must be familiar and confident with the actions required during lockdown procedure and activation.

To ensure the required level of confidence and familiarity with the school's lockdown arrangements, the following actions will be taken:

- A lockdown drill will be undertaken at least once a year with staff.
- All internal lockable doors will be identified, locking mechanism tested and keys made available.
- Communication systems will be tested.