

Walter Halls Primary School.

LOCKDOWN POLICY

Last reviewed: July 2026

Next Review: July 2028



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. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Rationale

Rehearsal for scenarios that could present in a broad range of ways are difficult to undertake. Our overriding principles are:

- Staff will use common sense actions to keep our children, themselves and their colleagues as safe as they possibly can, in what could be a very stressful situation.
- This common-sense approach supersedes any written plan here as we acknowledge that all scenarios that present themselves may require different actions
- We do not practice these procedures with our children, as we do with evacuation for fire drills. This is because we acknowledge the impact that this may have on some already traumatised and fearful children and because we believe that all primary-aged children need adults around them who take control of such serious situations.
- We therefore choose to share these processes and advice with staff only and implement a commonly known sound/signal to adults who work in our school, when a lockdown procedure is needed.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing the alert message from telephones in each classroom or a continuous whistle sound outside. The person alerting via the telephone will say 'AMBER' or 'RED' which signifies a lockdown. **You will not need to pick the phone up to hear this, it will come through the phone speakers to all phones.** We will NOT use the word 'lockdown' so that adults can manage any panic from children, in the best way. Anyone using the outside grounds should listen out for a continuous whistle, and are encouraged to take a walkie talkie outside during all PE and outdoor learning lessons.

Procedures

Depending on the scenario, a partial or full lockdown may be necessary.

PARTIAL LOCKDOWN – It may only be necessary for everyone to be inside the building but have free movement within the building itself. This will be known as an AMBER lockdown

- **A message of AMBER will be given by telephone to each classroom**
- **All staff should remain inside the building but are free to move within the building itself.**
- **External gates remain shut to any visitors to site and anyone attempting entry to main gates will be refused entry by the office team**
- **External doors may be locked by the site team or headteacher**
- Staff may choose NOT to alert children at all to this type of lockdown, other than informing them that we can't go outside at the moment because we need to make sure we are 'safe' and we need to 'check safety outside'
- Office staff are to make sure the front entrance door is locked and the access gates are all locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- School Administrator will get the school mobile phone and contact the police where appropriate and matched to the scenario.

- Front gate and entrance door to be opened by the Headteacher or School Office Manager only.

FULL LOCKDOWN – It may be necessary to restrict all movement around the inside of school buildings. This will be known as RED lockdown

- The alert message from telephones or a continuous whistle, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions – these would be emailed to staff to avoid movement around the school.
- Once the police are called the Office Manager and headteacher will communicate via email or phone wherever possible, to check in on each space in school.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Headteacher and/ or other senior leaders to ensure all outside doors are secure and then base themselves in closest lockable office.
- Site Manager and any cooking staff base themselves in the nearest safe lockable room and communicate via phone or email with the office team.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear. This will take place by a verbal 'all clear' message from the Headteacher or Office Manager.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

- **Office Manager** ensure that the front entrance door is locked and police called if necessary.
- **All adults** to shut and, where possible lock, doors which are closest to them, close windows and blinds
- **Catering staff** to lock the kitchen and hall door and remain in the kitchen.
- **Nearest adult** to check exit doors in KS2/KS1/EYFS are locked.
- **Staff on PPA** stay in staffrooms, closing blinds, turning off lights and remaining out of sight
- **Staff or children in the hall** taken to the nearest classroom
- **All other staff/ children** not in a classroom head to the nearest classroom.
- **Staff based who are outside during PE should listen for a continuous whistle and are encouraged to take a walkie-talkie radio with them.** The radio also emits a loud alarm sound and communication with the office team is always possible for these eventualities.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Policy written by:



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Approved by Caroline Brookes, Safeguarding Governor and the Governing board of Walter Halls