



Security Lockdown Policy

Summary

The Security Lockdown Policy is a comprehensive plan designed to ensure the safety and security of all students, staff, and visitors in the event of an emergency. This policy outlines the specific responsibilities of various staff members, the signals used to initiate and conclude a lockdown, and the steps to secure the premises and protect individuals. It emphasises clear communication, both internally and with parents/carers, and includes provisions for those with additional needs. Security Lockdown drills are conducted each term to ensure everyone is familiar with the policy, and an evacuation plan is in place if necessary.

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Charlotte Liley, Head Teacher
Technical review carried out:	Charlotte Liley
Final quality check carried out:	Arjun Singh
Date of Last Review	Sep 2024
Version Number:	1.0
Date of the next review:	Sep 2026
Department responsible:	Education
Job Title of Lead Person:	Charlotte Liley, Head Teacher

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Headteacher (CL) to alert staff, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	<i>Internal line 3051</i> <i>07885405429</i>
Deputy Headteacher	Deputy (CD) to escort visitors to meeting room. To look for any missing staff/children that have been reported	<i>Internal line 3052</i> <i>07473747473</i>
Business Manager and Pastoral Lead	Business Manager (JA) and Pastoral Lead (LK) to communicate with parents/carers. Either JA or LK will help look for any missing staff/children that have been reported	<i>Internal line 3053</i> <i>07541688215</i>
Teachers and support staff	Guide all pupils to their classroom. Take register and stay with pupils. If a pupil or staff member is missing from their class, they need to notify office immediately via email.	
Site manager	Sit Manager (NB) to make sure all access points are secured. NB to look for any missing staff/children that have been reported.	
Nurture Leads and staff	To bring all children through garden into school and guide into canteen	<i>Internal line 3067</i>

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Announcement will be made over walkie talkies and over PA system on phones.	The signal will be CODE RED this will be announced over PA system and walkie talkies.

Security lockdown plan

Our safe assembly points	All pupils and staff should be locked down in their classrooms. SH and BW to lockdown in the kitchen. Nurture pupils and staff to go to canteen. Visitors will lock down in meeting room.
Secure entrance and exit points	NB to lock down all exit points by closing all shutters on windows and doors that are not classrooms. Whichever room staff are in, they must: <ul style="list-style-type: none"> • close all windows • close all doors • put shutters down • place door stop behind the door • turn off TV/devices with any sound
Bring pupils inside	If outside and staff hear the lockdown alert they will bring the children in as quickly as possible and will check all children on way in using the registers on Nourish
Steps to increase protection	Lock doors Put all shutters down on windows and doors Place door stop behind the door Position children away from sightlines from classroom door Make sure electronic devices are on silent
Internal communication during a lockdown	During lockdown JA and LK for will email staff for any internal communication that is needed

<p>Communication with parents/carers during a lockdown</p>	<p>JA and LK will contact parents/carers by group email and group text</p> <p>We will ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services and not to come to the school.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Staff to refer to children's individual PEEPS and Communication Passports</p>
<p>Lockdown duration</p>	<p>We will remain in a state of lockdown until a senior member of staff, or the emergency services confirm that it has been lifted</p>
<p>Evacuation plan if needed</p>	<p>If we needed to evacuate would we communicate this with staff via email</p> <p>We would take the children to The Salvation Army next door (Monday-Thursday)</p>
<p>Security lockdown drills</p>	<p>We will practice security lockdown drills each term.</p> <p>We will inform pupils and parents/carers in advance by reading social stories and sending them home so parents/carers can read them with their child and send letter to parents/carers</p>

Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		

Version Control

Version Number	Date	Status	Changes
V1.0	Sep 2024	Reviewed	