

Bow Community Primary School Lockdown Policy and Procedure



(May 2025)

Lockdown Guidance and Procedures

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Full lockdown and Partial 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, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if it can be de-escalated to a partial lockdown where a full lockdown is not required.

There are a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to cause risk to staff and pupils)
- A warning received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

School Security (this will need to be adapted for your own setting)

In developing a viable and robust lockdown procedure for Bow Community Primary School we have in place a number of physical systems to improve security.

These include:

- Perimeter fencing/ hedging around the entire site making it difficult to access the playground when it is locked.
- The side gate is locked and can only be unlocked by a padlock code.
- Some internal doors are secured with a code system which electronically secures the door, so there is no access beyond.
- All classroom doors can be locked quickly and efficiently from inside

- There is an entry control points before visitors can access the school via the main entrance.
- An intercom is used on the front door for visitors to identify themselves prior to entering the school grounds.

To ensure the schools lockdown procedures are effective the school will:

- Conduct a number of tabletop exercises with the SLT team to test the procedure against various scenarios
- Rehearse lockdown arrangements with staff and pupils – done in a suitable way that does not upset the children i.e. with the use of a story 'wild horse in the playground'
- Display lockdown drill information in every classroom alongside information relating to fire and evacuation drills.

School Lockdown arrangements

The school has two levels of Lockdown – Partial and Full

Partial Lockdown - This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a degree of normality to continue.

Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue the normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial lockdown procedures:

Alert to staff: Once the Headteacher teacher has decided to instigate a partial lockdown the office staff will:

1. Contact all classrooms and state 'partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teaching assistants. Office staff will share this contacting process between them. They will also call through to other non-year group linked spaces i.e. Kitchen
2. Contact the Local Authority and Emergency Services.
3. Send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as will be a discrete tool for circulating non urgent information.

Immediate action

- All outside activity to cease immediately, pupils and staff return to the main building closing doors behind them.
- Headteacher will walk around the outside perimeter of the school and ensure that any staff and pupils working outside are alerted to the partial lockdown status.

- If it is break time, the school firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet play' procedure will be initiated as a prompt for pupils and staff to come inside; senior staff will move quickly through the playground instructing all staff and pupils to move indoors.
- All staff and pupils remain in the main building and **external doors and windows closed.**
- SLT and Headteacher will walk through the school and ensure that all external doors are closed and that the external classrooms are secure. All doors, once shut, cannot be opened from the outside.
- Free movement will be permitted with the building unless circumstances are such that this is not possible.
- All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown procedures

Alert to staff: Once the Headteacher has decided to instigate a full lockdown, SLT will:

1. Inform classrooms and state 'full lockdown' to the teacher in charge of the class at the time and in an emergency communicate with air horn via three blasts. The teacher must share this status with any other adult in the classroom e.g. teaching assistants. Calls will be made to other non-year group linked spaces i.e. kitchen
2. Contact the Emergency Services and Local Authority.

Immediate action:

- Office staff will ensure they are in a safe space which will allow for communication (e.g. headteacher's office).
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into a nearby room.
- Headteacher and SLT staff will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside. The main entrance to the school and the kitchen external door will also be locked.
- All classroom doors to be locked. Classroom windows will be closed/locked, blinds drawn and lights extinguished.
- Pupils will sit together, quietly and out of sight as much as possible (e.g. Under desks)
- Teachers to do a head count of the pupils in their class. If this suggest that not all are accounted for, take a register. Headteacher and Emergency Services should be made aware of any pupil not accounted for; staff should not search for a missing pupil unless it is certain where the pupil is, the location is nearby and there is no apparent risk in that vicinity.
- Staff should avoid making unnecessary call to the office as this could delay more vital communication.

- School remains in full lockdown until it is lifted by SLT staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be initially shared via the school email system – all staff to ensure that email accounts are open daily.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and pupils to make their way to the normal evacuation points.

Communication between parents and school

- School lockdown procedures, especially arrangements for communication with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and all other procedure outlined above, will send a message via My Child at School/ email.
 'The school has gone into full lockdown. This is because Every effort is being taken to keep the children safe. During this period, the telephone system and entrances will be unmanned, external doors locked and nobody allowed in or out of the school. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your children'
- 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.

Appendices

Appendix 1

Lockdown Manager(s)	
Lockdown Manager	Clare Wilmott - Headteacher
Lockdown Deputies	Alice Humberstone Jo Drake Alison Gillard Debbie Bryant
The Lockdown Manager should use this sheet as a guide to help ensure that the procedure is being followed and that nothing is missed. It may be necessary to liaise with the admin team to ensure that all classes have checked in and that adults, pupils and visitors are all accounted for.	

Partial Lockdown	
Rooms most suitable for lockdown	Normal classrooms across the school, unless instructed otherwise
Entrance points (e.g. doors, windows, cloakroom doors) should be secured	External doors Internal doors All windows
Communication arrangements	Communication from the Headteacher or Senior Teachers (if the Headteacher is absent), will give verbal instructions to each class teacher – who should remain with their respective classes

Appendix 2

Ref	Initial response – Partial lockdown	Initials
1	Ensure all pupils are inside the school building Ensure any adults visiting the class are included in your adults All adults are responsible for their own class	
2	Teachers in each class need to check to see if there are any missing pupils, staff or visitors – report this via email to the office asap	
3	All adults to secure entrance points (e.g. doors and windows) to prevent access to the site	
4	People are able to move around the site – unless otherwise informed	
5	It may be necessary to dial 999 and report the emergency (e.g. in case of chemical spillage or escaped gas) Dial once for each emergency service that you require	
6	Staff should encourage children to remain calm Teachers are responsible for their own class	
7	Remain inside until and all-clear has been given, or unless told to evacuate by the emergency services Immediate evacuation will be signalled via the fire alarm, whereby all classes should exit via their normal routes and move towards the bottom of the field	

Appendix 3

Full Lockdown	
Rooms most suitable for lockdown	Normal classrooms across the school, unless instructed otherwise
Entrance points (e.g. doors, windows, cloakroom doors) should be secured	External doors Internal doors All windows
Communication arrangements	Communication from the Headteacher or Senior Teachers (if the Headteacher is absent), will give verbal instructions to each class teacher – who should remain with their respective classes. In an emergency – three blasts of air horn will be used.

Ref	Initial response – Full Lockdown	Initials
1	Ensure all pupils are inside the school building – going to the first classroom that they come to Ensure any adults visiting the class are included in your adults All adults are responsible for their own class	
2	Teachers in each class need to check to see if there are any missing pupils, staff or visitors – report this via email to the office asap Please report if you have extra children or adults in your classroom	
3	All adults to secure entrance points (e.g. doors and windows) to prevent access to the site KS1 outside area doors need to be locked and shut first	
4	Staff should await further instructions from the Lockdown Manager / Deputy Instructions may come via email, please keep your laptop on the floor with you	
5	Dial 999 and report the emergency especially if there is an intruder on the premises Dial once for each emergency service that you require	
6	All staff in each room need to take action to increase protection from attack:	

	<ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Draw curtains / blinds • Turn off lights • Turn off the white board • Everyone to sit on the floor, under the tables or against a wall • Keep out of site • Stay away from windows and doors 	
7	Staff should encourage children to remain calm Teachers are responsible for their own class	
8	Ensure that pupils, staff and visitors are aware of an exit point in case an intruder manages to access the building	
9	Remain inside until an 'all-clear' has been given, or unless told to evacuate by the emergency services Immediate evacuation will be signalled via the fire alarm, whereby all classes should exit via their normal routes and move towards the bottom of the field	

- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit. Everyone should assemble at the bottom of the field or the lower school car park (Foxcubs) – unless told otherwise
- The Emergency Services will advise as to the best course of action in respect of the prevailing threat

Communication between parents and the school

Advice about procedures is given in the School Newsletter – The Bow Bulletin – and is available on the school website, under the 'About Us' tab, under 'Policies' : Lockdown Procedures.

In the event of an 'actual' lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that school is doing everything possible to ensure their safety
- Do not need to contact the school. Calling the school could tie up the telephone line that is needed for contacting the emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the site and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their child/ren, and where this will be from

Parents will be told:

- 'the school is in a full lockdown situation. During this period the school telephone will be unmanned, as will the entrance to the school. All external doors will be locked and nobody will be allowed in or out of the school.'

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.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.