

# Lockdown Policy

## Contents

Rationale .....	2
Types of lockdown.....	3
Stay and Remain (partial lockdown).....	3
Full Lockdown.....	3
Notification of lockdown .....	3
Procedures.....	4
Stay and remain .....	4
Full Lockdown.....	4
NO ONE SHOULD MOVE ABOUT THE SCHOOL IN FULL LOCKDOWN .....	5
Communication with parents.....	5
Staff Roles.....	6
Lockdown Drill .....	6
Review .....	6

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## Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown 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, 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 lockdown is implemented when there are serious security risks. Good procedures will minimise disruption and may be activated in a number of situations which could include the following:

- An intruder on the school site (with a potential to pose a risk to pupils and staff
- A warning being received regarding a risk of air contamination (smoke plume, gas cloud etc)
- A dangerous dog loose on or near to the school site
- A reported incident/civil disturbance in the local community in the vicinity of the school
- A major fire near to the school

# 1. Types of lockdowns

## Stay and Remain (partial lockdown)

May as a result of:

- A reported incident.
- Civil disturbance in the local disturbance in the local community with the potential to pose a risk to students and staff in the school.
- A threat received by the school, Suffolk CC, media
- An incident in school that needs to be mindfully and carefully.
- A dangerous dog on the loose on or near the school site.
- A warning being received regarding a risk of air contamination (smoke plume, gas cloud etc)

## Full Lockdown

Students and staff will in essence lockdown within school by following the CLOSE procedure. Staying within their classroom or office and wait further instructions. A full lockdown will be used when the threat is serious and immediate and may be an escalation of a partial lockdown.

## Notification of lockdown

Full Lockdown will use the most practical system dependant on the incident

# Procedures

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[REDACTED]

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL IN FULL LOCKDOWN**

- Staff to support students in keeping them calm and quiet

[REDACTED]

[REDACTED]

## **Communication with parents**

- If necessary parents will be notified as soon as is practicable to do so via the school's established communication network – text
- Parents will be told:
  - » ‘...the school is in a full lockdown situation. During this period the switchboard and entrance will be un-manned, external doors locked and nobody allowed in or out. The school understands their concern and will be doing everything possible to ensure their child's safety.
- Depending on the type and severity of the incident, parents/guardians may be asked NOT to collect their children from school as it may compromise the safety of themselves and others.
- Pupils will not be released to parents/guardians during a lockdown.
- Parents will be asked not to contact the school by calling as this may tie up important communication with the emergency services.

- If the end of the day is extended due to the lockdown, parents/guardians will be notified and will receive information about the time and place students can be collected from office staff or the emergency services.

## Staff Roles

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[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

## Lockdown Drill

Lockdown practices will take place at least once a year 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 part of the School's Health and Safety procedures.



### Lockdown Policy

Owned by: P Taylor

Reviewed: June 2024

Date for Review: June 2025