



# LEAGRAVE PRIMARY SCHOOL

‘Striving for Excellence, learning for life’

## LOCKDOWN POLICY AND PROCEDURES

### **Ratified by Governors**

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### **STATUTORY**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

## **Lockdown Policy**

All schools consider the need for robust and tested **school lockdown procedures**. Lockdown procedures are 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 and pupils in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
2. An intruder on the school site (with the potential to pose a risk to staff and pupils);
3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog roaming loose.

This policy will detail -

- Access to the school bell controls to raise an alarm in an emergency.
- Other means of internal communications – classroom telephones, mobile phones, internal e-mail, texts etc.
- School site plan e.g. the layout of buildings and their proximity to one another.

### **Procedure**

1. Staff are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school. If you see a threat to the safety of the site, contact the school office immediately to enact the alarm. The alarm is situated in Reception beside the light switch. It is labelled 'Bomb Alarm'.
2. Pupils who are outside of the school buildings are to be brought inside as quickly as possible to the first secure room (lockable).
3. Those inside the school will remain in their classrooms or offices.
4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked). Classroom keys are available in a lockable box within the room

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (this will instigate an immediate search for any missing children, by office staff):

- Staff will encourage the pupils to keep calm.
- As appropriate, the school will establish communication with the Emergency Services as soon as possible.
- Luton Borough Council and the school's Health and Safety provider will be notified.
- If necessary, parents will be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will sound.
- Staff will await further instructions.

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It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lockdown plan.

### **Lockdown Arrangements**

#### **Full Lockdown**

**Alert to staff:** 'Full lockdown' through the school PA system.

This signifies an immediate threat to the school.

#### **Procedures:**

1. This signal will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's classrooms, offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. If not a drill, contact will be made by the most Senior member of SLT in school at the time with the words, 'This is not a drill,' either by telephone or tannoy.
3. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors are to be turned off. If in the school halls, stay there as fobs will disengage and prevent entry to the hall.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. (Contact the office to inform them you have a child from another class.)
5. External doors locked. Classroom doors locked; Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner from a door).
6. Register taken - the office will contact each class in turn for an attendance report.
7. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

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8. Office staff will proceed to contact each classroom to ascertain any displaced / missing pupils

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

9. Staff will support children in keeping calm and quiet.
10. Staff will remain in lockdown positions until informed by key staff e.g. Senior Management Team.
11. In the event of a drill, cessation of the alarm indicates the end of the lockdown drill.
12. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

**Staff Roles:**

1. Front office staff to ensure that their office(s) are locked, the shutters are down and police called if necessary.
2. Head or office staff member locks the school's front doors, if safe to do so.
3. Site Manager to head to the Office, if safe to do so.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows, and close blinds. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked. If the Children's Centre is in use, the lead adult is to lock outdoor doors.
5. Staff in the PPA room are to lockdown in this room.
6. Catering Staff to lock the back door to the kitchen and turn off lights, closing any blinds.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

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Examples of discreet communication channels might be:

- Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smart phone or tablet.
- Group call - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, development is communicated to parents as soon as is practicable, initially through email. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will 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 providers.
- 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.
- wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

### **Communication with parents**

- If necessary, parents will be notified as soon as it is practical to do so, via the school's established communication network – website / email / telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- As stated previously, pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.

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- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children, the importance of following procedures in these very rare circumstances.

**Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone, or by email, 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, we will report it to the police.

We will be alert, but not alarmed!

On receipt of a “bomb threat” – the school will dial 999. We will consider police advice before a decision is taken to close or evacuate.

If the site requires full evacuation, staff and children from Legrave Primary School will promptly leave the site and go to the **Lady Zia Wernher site** where they will be held, until either returning to the school building or be dismissed to parents.

**Additional information**

**Guidance on receipt of a bomb threat**

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

**Bomb threat checklist** <http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb>

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