



Pencombe CofE Primary Lockdown Policy

January 2025

In God's hands, we love, learn, grow and inspire

"What shall we say the kingdom of God is like, or what parable shall we use to describe it? It is like the mustard seed, which is the smallest of all seeds on the earth. Yet, when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."

Mark 4: 30-32

Date Approved by The Board of Governors	9.6.25
Effective Period	31.01.25-31.01.26
Reviewer	Liz Orton/Jan McColl
Date of Review	31 st January 2025
Next Review Due	31 st January 2026

Co-ordinators – Mrs E Orton & Mrs J McColl

Lock Down Policy and Procedures

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 is not able to 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 lockdown is implemented when there is serious security risk of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/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.

Bomb threats: Procedures for handling bomb threats.

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" – Use the Bomb Threat checklist to gain as much information from the caller. Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Partial Lockdown

This may be because of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution, etc.

Notification of Partial Lockdown

Staff will be notified partial lock down procedures are to take place immediately in one of two ways ~

1. Telephone communication from Office
2. Verbal communication from Senior Leaders

Partial Lockdown Procedure

- In a partial lockdown, staff and pupils should remain in the school building and all doors leading outside should be locked from the inside.
- Windows should be closed.
- No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.

In the event of a school lockdown, the Headteacher's office will become the control room.

This will be a central point for key staff for monitoring, communication, and response. Within the room are PCs, outgoing lines for phones and space for key people to meet to discuss the situation.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Full Lockdown Procedure

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> Staff will be notified full lock down procedures are to take place immediately on hearing an intermittent fire alarm. The internal phone system may also be used by office staff who will inform adults by stating 'ATTENTION FULL LOCK DOWN' 	<ul style="list-style-type: none"> Alarm will stop Internal call to all classrooms stating 'Danger Over'

FULL LOCKDOWN ALERT – ALARM SOUNDING IMMEDIATE RESPONSE – STOP, LOOK AT SUPERVISING ADULT, LISTEN TO AND FOLLOW INSTRUCTIONS		
Procedure	Action	Person Responsible
Secure entrance	Lock Front Door & Entrance	Senior Management or Office Staff
Children outside	Stop-look-listen - Bring children calmly inside the building to the nearest room.	Class Teacher or Supervising Staff
Children inside	<p>Stop-look-listen - Children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones to be turned to silent.</p> <p>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 alarm goes.</p>	Class Teacher or Supervising Staff
External Classroom Doors	Lock from the inside – this includes cloakrooms.	Class Teacher or Supervising Staff
Internal Doors	Lock from the inside.	Class Teacher or Supervising Staff

Main Reception Door	Lock from the inside	Office Staff
Windows	Close all windows and pull down all blinds	Class Teacher or Supervising Staff
Children unaccounted for	If able, staff should notify the front office by internal phone or private WhatsApp that they have entered lock down and those children not accounted for. NO ONE SHOULD MOVE ABOUT THE SCHOOL	Class Teacher or Supervising Staff
Secure entrance and exit points	Site has a high perimeter fence and an electronic access system controlled by the Office staff. Ensure main Reception Door is locked from the inside, windows shut, and blinds pulled down. Do not respond to the gate buzzer.	Office Staff

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

SIGNAL FOR ALL CLEAR

- Alarm will stop and internal call to all classrooms stating 'Danger Over'
- Staff to remain in lockdown positions until informed by key staff e.g. Headteacher/Senior Management that there is an all clear (as per DFE guidance).
- 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.

Communication with parents

- Parents will be notified as soon as it is practical to do so via the school's established communication network – website/email/messages through school app if this is used for communication.
- 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.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, 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 the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drill Action List

This is a checklist of action to be taken and recorded during a lockdown and any practice drills. In an emergency, the actions listed can help to make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services (rehearse action in a drill)		
All children, staff, parents/carers and visitors move 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		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

A copy of this policy should be printed and accessible in every classroom and office.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy.

Headteacher:

Date:

Chair of Governors:

Date:

To be reviewed annually