



BELMONT PRIMARY SCHOOL

Lockdown Policy

Signed by Chair of Governors:

Date approved by governors:

Reviewed: August 2026

Next review: August 2027

1. Rationale and Purpose

Belmont Primary School is committed to maintaining the safety and security of pupils, staff and visitors. As part of the school's emergency planning arrangements, clear procedures are in place to respond to an internal or external incident that may pose an immediate threat to those on the school site.

Depending upon the nature and location of the threat, the safest response may involve **lockdown**, **invacuation** to a safer area within the school, or **evacuation** from part or all of the site. The response will be determined by the circumstances of the incident and, where available, advice from the emergency services.

Lockdown or invacuation procedures may be initiated in response to situations including:

- an intruder or unauthorised person on the school site;
- a reported incident or disturbance in the local community;
- a weapons or other serious security incident on or near the site;
- a warning concerning hazardous smoke, fumes, gas or other airborne contamination;
- a significant fire or other emergency in the vicinity of the school; or
- another incident where remaining within, or moving to a safer area of, the school is judged to provide the greatest level of protection.

2. Notification of Lockdown

A lockdown may be initiated by the Headteacher, a member of the Senior Leadership Team (SLT), office staff or another authorised member of staff who becomes aware of an immediate threat.

The school's agreed lockdown signal will be used to alert staff in both school buildings. Staff must be familiar with the signal and understand the action required when it is activated.

Lockdown drills will be scheduled alongside planned fire drills where appropriate, enabling pupils and staff to hear and recognise the different alarm signals and understand the different actions required in response to each.

Where pupils and staff are outside, **three bursts on a whistle** will be used to alert them to the need to respond to the lockdown procedure.

The school office, SLT and other authorised staff will use the school's available communication systems to share information between the two buildings and, where appropriate, provide further instructions.

The Headteacher, or most senior member of staff available, will normally coordinate the school's response until responsibility is assumed by the emergency services.

3. Immediate Action

When a lockdown alert is given, staff must respond promptly and follow any instructions communicated by the Headteacher, SLT, office staff or emergency services.

Unless instructed otherwise, staff should:

- bring pupils who are immediately outside into the **nearest safe building**, where it is safe to do so;
- secure external doors and accessible windows where this can be done safely;
- close classroom and internal doors;
- close blinds or curtains where appropriate;
- switch off lights and computer screens where appropriate;
- position pupils away from windows, doors and other areas where they may be visible;

- place mobile phones and other devices on silent;
- keep pupils calm and quiet;
- remain with pupils and maintain appropriate supervision;
- account for the pupils, staff and visitors within their area and report any person known or believed to be missing through the agreed communication system; and
- await further instructions.

Staff **must not move pupils through an area where doing so may expose them to greater danger.**

Depending upon the nature and location of the incident, staff may therefore be instructed to:

- remain with pupils in their current secure location;
- move pupils to a designated safer area within the school;
- evacuate to another part of the site; or
- evacuate part or all of the school using a safe route.

Movement around the school should cease during a lockdown unless movement is necessary to avoid immediate danger or is directed by the person coordinating the response or the emergency services.

4. Pupils Outside the School Buildings

If pupils are outside when the lockdown signal is given, staff supervising them will assess the safest immediate course of action.

Where it is safe to do so, pupils should be brought into the **nearest safe building** following the three-burst whistle signal.

Staff should not attempt to return pupils to their usual classroom or building if doing so would take them towards a known or suspected threat.

Once safely inside, external doors and windows should be secured where possible and staff should follow the procedures outlined above.

5. The Nest

The Nest is a separate learning area situated adjacent to the KS2 hall and is used by identified pupils who may ordinarily be based within the EYFS/KS1 building.

During a lockdown, pupils accessing The Nest will remain under the supervision of Nest staff and **will not automatically be returned to their usual class or the EYFS/KS1 building.**

Unless circumstances or specific instructions indicate otherwise, Nest staff will secure pupils within The Nest or move with them to the **nearest designated safe area within the KS2 building**, according to the nature and location of the threat.

Nest staff will account for all pupils in their care and communicate this information through the agreed school system.

As with all areas of the school, staff must not move pupils from The Nest if doing so would expose them to greater risk.

6. Accounting for Pupils, Staff and Visitors

The school will maintain arrangements that enable pupils, staff and visitors to be accounted for during an emergency.

Staff will establish who is present within their immediate group or area as soon as it is safe and practicable to do so.

Any pupil, member of staff or visitor who cannot be accounted for must be reported immediately to the person coordinating the incident.

Staff must not leave a secure area to search for a missing person unless specifically directed to do so and it is safe to proceed.

Relevant information regarding anyone who remains unaccounted for will be passed to the emergency services.

Registers, visitor information and other relevant records will be made available to those coordinating the incident where this can be achieved safely.

7. Staff Roles and Responsibilities

Headteacher / Senior Leadership Team

The Headteacher, or most senior member of staff available, will:

- coordinate the school's response;
- determine, as far as circumstances allow, whether lockdown, invacuation or evacuation is the safest response;
- ensure that the emergency services are contacted where required;
- maintain communication between the two school buildings where possible;
- provide staff with further instructions as circumstances develop; and
- liaise with the emergency services and follow their directions.
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Members of SLT should keep their mobile phones available but on silent during a lockdown so that essential communication can take place.

Office Staff

Office staff will, where it is safe to do so:

- secure the school office;
- ensure curtains or blinds are closed where appropriate;
- secure the main entrance and other designated access points;
- contact the police or other emergency services when required;
- support communication between the two buildings;
- maintain access to relevant pupil, staff and visitor information; and
- support communication with parents and carers when authorised to do so.

Teaching and Support Staff

Teaching and support staff will:

- remain responsible for the pupils in their care;
- secure doors and windows where appropriate and safe to do so;
- follow the lockdown instructions promptly;
- keep pupils calm, quiet and appropriately supervised;
- account for pupils within their care;
- report any person known or believed to be missing;
- ensure that nobody leaves a secure area unless directed to do so or remaining there presents an immediate danger; and
- follow further instructions from SLT or the emergency services.

8. Communication During Lockdown

Communication during a lockdown must be kept clear, controlled and proportionate to the incident.

The school may use internal telephones, mobile phones or other appropriate communication systems to pass information between staff and the two school buildings.

Staff should not share information about an ongoing incident through personal social media accounts or communicate information externally unless authorised to do so.

Information provided externally during an ongoing incident will take account of advice from the emergency services.

9. Communication with Parents and Carers

Where it is safe and appropriate to do so, the school will communicate with parents and carers using its established communication systems, which may include **ClassDojo and the school's official social media channels**.

Information shared during an ongoing incident will be limited to what is necessary and appropriate and will take account of any advice provided by the emergency services.

Parents and carers will be asked:

- **not to come to the school site during a lockdown;**
- **not to telephone the school unless absolutely necessary**, so that communication lines remain available for emergency use;
- not to attempt to collect their child until instructed that it is safe to do so; and
- to follow instructions issued by the school or emergency services regarding collection or reunification arrangements.

Children will not normally be released from school during a lockdown unless this is directed by the emergency services or forms part of the school's emergency response.

If the school day is extended as a result of the incident, parents and carers will be informed when and where children can safely be collected.

Following a significant incident, parents and carers will be provided with appropriate information about what has occurred and any subsequent arrangements.

10. Ending a Lockdown

The lockdown will remain in place until further instructions or an **all-clear** are given by the Headteacher, an authorised member of SLT or the emergency services.

The all-clear will be communicated directly to staff using the school's agreed communication systems. Staff and pupils should not assume that a lockdown has ended simply because activity appears to have ceased.

If circumstances change during the incident and remaining in the current location becomes unsafe, staff should follow revised instructions from those coordinating the response or the emergency services.

Once the lockdown has ended, staff will continue to supervise and reassure pupils and await instructions regarding movement around the school, collection arrangements or the resumption of normal activities.

11. Support Following an Incident

Following a genuine lockdown or other significant emergency, the Headteacher and SLT will consider the emotional and pastoral needs of pupils and staff.

Appropriate support will be provided according to the nature of the incident and the individual needs of those involved.

Parents and carers will be provided with appropriate information and guidance where necessary.

The school's response will be reviewed following any significant incident to identify lessons learned and any changes required to procedures, training or site security.

12. Lockdown Drills and Staff Training

Staff will be made aware of the school's lockdown arrangements and their responsibilities in an emergency.

Lockdown procedures will be tested and rehearsed **periodically** to ensure that staff and pupils are familiar with the arrangements.

The nature and frequency of exercises will be proportionate to the age and needs of pupils and will seek to avoid causing unnecessary anxiety. Exercises may include staff briefings, tabletop exercises and appropriately managed pupil drills.

Pupils will be given age-appropriate information so that they understand what is expected of them without causing unnecessary alarm.

Following an exercise, the effectiveness of the procedure will be reviewed and any necessary improvements identified.

New staff will be made aware of lockdown procedures as part of their induction.

13. Review

This policy will be reviewed **annually**, or sooner following:

- a significant incident or lockdown;
- a lockdown exercise that identifies changes required;
- significant changes to the school site or organisation;
- advice from the emergency services or relevant authorities; or
- changes to relevant statutory requirements or national guidance.

The policy will be presented to the governing board for approval following review.