



Lockdown Policy

2026 27

Our vision is founded on St Luke's Parable of the Sower. We are the rich soil that enables our children to develop deep roots and flourish. We aim to ensure that everyone grows to fulfil their potential. Our school provides an environment rooted in Christian values where learning, laughter and friendship are at the heart of everything we do.

Through God's love, we are the rich soil where roots grow and seeds flourish. Luke 8:4-15

Rationale

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures to be followed when the school is required to lockdown.

Staindrop CE Primary is implementing this policy to ensure that if students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff, and visitors to be outside of the school perimeter.

Aims

- To provide a safe and secure environment for our pupils, staff, and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Implementation

All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, and non-teaching staff. To achieve this, a lockdown policy and procedure will be shared with all members of staff.

For parents

Parents too should know that the school has a lockdown policy. However, a copy of the policy will not be made public (for security reasons) and will only be shared internally (Governors, Teachers & Support Staff). If lockdown occurs, parents will be notified as soon as it is practical to do so. Parents are requested not to come to the school, as pupils will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Pupils and parents should not call on mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. In the event of a lockdown the schools overriding consideration is the safety and well-being of pupils and school personnel.

Lockdown Procedures

Partial Lockdown

The following procedures should be followed when the threat is outside of the school main building/ Staindrop perimeter.

Alert to staff via Alexas: “**Broadcast, Partial lockdown procedures are now in place**”. This announcement should be repeated several times and can be made by any member of staff.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building – via walkie talkie.
- All staff and pupils MUST remain inside.
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services. Teaching activity can continue albeit with reduced movement and ventilation around the school.
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils in the room and send this to Office Manager.
- Officer Manager to then check whole school register to identify any missing pupils or staff.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point
- DO NOT leave the Staindrop site until you have heard the “**all clear Staindrop**” by Alexa announcement.
- If partial lockdown occurs during break time or lunch time pupils are to be directed back into the building and into the dining room by the members of staff on duty – register to be taken when possible. Whistle will be blown twice to bring the children back into school.

Lockdown Procedures

Full Lockdown

The following procedures should be followed when the threat or intruder is inside of the school building/Staindrop perimeter:

Alert to staff via Alexas: “**Broadcast, full lock down procedures are now in place**”.

This announcement should be repeated several times. Immediate action:

- Exterior doors/gates ARE NOT to be locked.
- Classes that are OUTSIDE of the MAIN buildings /enclosed play areas SHOULD NOT re-enter the building-staff should escort children to an alternative safe-haven (Staindrop Academy).
- Internal pupils MUST return to classrooms
- Classroom doors to be wedged shut. Wedge located by each classroom door.
- Windows to be closed, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows.)
- Internal bells including the fire alarm bell will be DISABLED (site staff – if safe to do so).
- IGNORE any fire alarm activation, as the school will not be evacuated using this method
- If a fire / smoke is detected locally and deemed life threatening – the teacher will be required to make the decision to move carefully to a safer location.
- If full lockdown occurs during break time or lunch time pupils outside are to be escorted by members of staff on duty outside of school and to a safe haven (Staindrop Academy, where a register should be taken)
- DO NOT leave the building until you have heard the “**all clear Staindrop**” by Alexa announcement only.
- DO NOT respond to anyone at the door until “**all clear Staindrop**” is announced
- At the end of a full lockdown – once **ALL CLEAR STAINDROP** announcement has been made, teachers should take full class registers that include detail of extra pupils. The school attendance officer will then complete a whole school roll call to confirm no one missing. This will be communicated to the Headteacher.
- A list of any missing students should be emailed/shared with SLT and Office Manager / HT / Emergency Services.
- No one is to be released from site until everyone has been accounted for.
- The Headteacher will confirm when pupils and staff can be released to go home.

Appendix 1

1. Head Teacher, Office Manager or a member of SLT instructed by the Head Teacher to conduct a phone call to emergency services.
2. Alexa announcement by a member of the Office Staff.
3. Staff to ensure all external doors are closed during a partial lock down and ensure all external doors are open during a full lock down.
4. Any students outside of classrooms e.g. working outside or removed from lessons are to be taken into their nearest classroom/office during a full lock down.
5. If there are any visitors in the main reception, they are to be brought into the Headteacher Office with the member of staff who is responsible.
7. Supply staff will receive a copy of the lock down summary in their supply pack and a copy is placed in every classroom.
8. All external and internal doors to the kitchen are to be unlocked during a full lockdown / locked during a partial lockdown.
10. PE staff are to ensure they have walkie talkie with them whilst teaching outside. During a full lock down, all outdoor PE lessons are to make their way to Staindrop Academy. During a partial lock down PE staff are to re-enter the building via the nearest entrance ensuring all pupils are accounted for.
11. Any trips taking place are to be contacted by Mrs French (Office Manager) using the information on evolve. Decision on return to school will be decided depending on situation and safety.
12. Buses and transport will be contacted by Mrs French (Office Manager), and decisions relating to transport made depending on situation and safety.
13. Information to be given to parents when it is practical and safe to do so.

Appendix 2

Immediate Action

Flowchart Whole School registration Completed

All clear & release given by HT Students to be allowed to leave

Evacuate if fire alarm sounds Gates and Doors (open) If outside move to safe haven Inside

Move to nearest classroom Internal doors locked / windows locked Blinds dropped & Silence Ignore fire alarm (if sounds)

All Clear notification Received Class Registration Completed IT

Return to school by nearest entrance Remain inside & wait for instructions

Registration to be taken Whole School register completed Wait for All Clear before leaving school

Appendix 3 – Procedure to follow in the event of lockdown during an SATs

Where a lockdown may be required during conducting an SATs, the focus will be:

- the welfare and safety of pupils and staff
- maintaining the integrity and security of the examination/assessment process in accordance with the DfE

In addition to the procedures in this policy, following the alert, the staff member will:

- tell candidates to stop writing immediately and close their answer booklets
- collect the attendance register
- make a note of the time when the SAT test was suspended
- where safe/possible, not leave the exam question papers unattended/out of sight

Following the 'all clear Staindrop' announcement after lockdown, the staff member will:

- ask pupils to return to desks, and to remind them they are still under formal test conditions
- re-calculate revised finish times
- tell candidates to open answer books and re-start exam
- amend revised finish times on display to candidates
- note how long lockdown lasted, to later inform a report to the DfE

In addition, the member of staff will:

- seek advice from the relevant DfE as soon as it is safe to do so
- provide a report of the incident for DfE

Where applicable/possible, the member of staff will:

- discuss any alternative SATs sittings
- offer, arrange and provide support services to pupils and staff