

Lockdown Procedure Policy

Bishop's Castle Primary School



Written by:	Katie Froggatt	Date: January 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Lockdown procedures should be 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 should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 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 are serious security risks for 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.

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Security lead	Determine and lead the initial response. Liaise with the police. Make fast, clear decisions to get people to safety. Help secure the building where safe to do so (e.g. lock doors and windows). Communicate with parents/carers.	Wendy Thomas – School Administrator 07801 709 783
Headteacher	Help co-ordinate the response, managing and delegating actions as needed. Help secure the building where safe to do so (e.g. lock doors and windows). Follow the plan and record actions taken.	Rebecca Manning – Executive Headteacher 07866 935960
Head of School	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Help secure the building where safe to do so (e.g. lock doors and windows).	Katie Froggatt – Head of School 07813 566 214
Teachers and support staff	Bring pupils to classroom or other place of safety. Help secure the building where safe to do so (e.g. lock doors and windows). Ensure everyone stays away from sightlines (e.g. doors and windows). Take register and stay with pupils.	
Site manager	Make sure all access points are secured. (DfE guidance says that a named person/persons should be responsible for this.)	Neil Fox – Caretaker 07572 797 048

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell) If children are outside, adults to blow whistle and direct children inside immediately.	Internal message systems

Security lockdown plan

Our safe assembly points	Children and class teachers will lockdown in their classrooms, with blinds shut and external doors locked. Children, adults (e.g. volunteers, visitors.) 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 lockdown procedure is engaged. No adult or child to leave the room for any reason whilst in lockdown. Staff on PPA to lockdown in the staff room; remaining quiet with no kettles on. Catering Staff to close the shutter to kitchen and turn off lights.
Secure entrance and exit points	Lock all exterior doors Close window blinds
Bring pupils inside	If children are outside, staff to blow the whistle and ask children to make their way inside immediately. Staff to lock exterior doors. A register will be taken immediately. Missing children will be reported to senior leaders via email/WhatsApp

Steps to increase protection	Follow the CLOSE procedure: • Close all windows and doors • Lock up • Out of sight and minimise movement • Stay silent and avoid drawing attention • Endure. Additional steps: • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Staff will communicate via email or WhatsApp Where appropriate (and silence is not necessary) walkie talkies can be utilized.

Communication with parents/carers during a lockdown	If necessary, parents will be notified as soon as it is practical to do so via Class Dojo and Teachers2Parents. Parents will be told: ‘..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be unmanned, external doors locked and nobody allowed in or out.’ 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 lockdown. 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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.
Arrangements for pupils or staff with additional needs	Class teachers to have copies of individual PEEPs stored in classroom
Lockdown duration	School should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
After lockdown	As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may put people in more danger than if they had remained within the building.	See copy of emergency response plan. Emergency Response Plan June 2025.doc

Security lockdown drills	Staff to go through drill procedures each term during Monday morning meetings. Lockdown drill will take place at least once a year, involving evacuating the children off the playground. Parents will be informed via Class Dojo
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Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors 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		