



1 Worrall Drive, Wouldham Kent ME1 3GE

☎: 01634 861434 Email: [office@wouldham.kent.sch.uk](mailto:office@wouldham.kent.sch.uk)

Headteacher : *Mrs Victoria Baldwin BSc (Hons) NPQH*

# Lockdown Policy and Procedures

School Name	Wouldham All Saints CE Primary School
Employee Consultation Date	25/09/2025
Date ratified and adopted by Governing Body	02/10/2025
Version control	1
Review date	September 2026

## **Lockdown Policy & Procedures 2025-26**

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. As a result, we have written a lockdown Policy as part of our Safeguarding and Health & Safety policies and procedures.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- An incident or civil disturbance in the local community that poses a risk to your school
- An intruder on the site with the potential to pose a risk to your school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

### **Roles and Responsibilities:**

#### **Headteacher:**

- Headteacher, Deputy Headteacher (or AHT/ SENCO) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Contact Emergency services.
- Notify office staff when and how to initiate contact with parents/carers.
- Communicate information with SLT and outline a plan and next steps.
- Report information to Authorities and Health and Safety lead.

#### **SLT:**

- Support Headteacher with lockdown procedures.
- Keep in communication with all staff on-site and check in on children's wellbeing.
- Relay information from Headteacher to ensure everyone is safe and informed.
- Check registers to ensure everyone is accounted for.
- Ensure all adults and children are following policy.
- SENCo to check in with children that need further support and move to designated area.

#### **Office Staff:**

- Log and sign in all visitors.
- Ensure all visitors have a DBS check or is always accompanied by a member of staff after sign in.
- Contact parents/carers in an emergency with an initial, update and final message.
- During lockdown have a device on hand and leave the office, locking the door.
- Tannoy whole school at Headteachers request to initiate lockdown plan.
- Print registers for children, staff and adults on-site.

### **STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**

#### **Teaching Staff:**

- Follow instructions and if not in class return to class immediately.
- Register completed and headcounts throughout the lockdown.
- Give children clear and calm instructions to remain in a safe and hidden space.
- Close and lock windows and doors in your space, close blinds and turn lights out.
- Keep a calm atmosphere in the classroom, the children engaged in a quiet activity and keep alert to the emotional needs of the pupils.
- Do not allow anyone out of the classroom during a lockdown under any circumstances.
- Keep designated communication method available and with you at all times on silent.

## Procedures

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight & minimize movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

The school's lockdown plan is as follows:

Full Lockdown Signals			
Signal for Lockdown	Tannoy signal: Lockdown (If not working, 3 Whistles "Attention: Lockdown is beginning" will be called.)		
Signal for all-clear	Tannoy Signal: All-Clear (If not working, SLT will notify all areas of the school)		
Full Lockdown			
Immediate Action	All outside activity to cease immediately, pupil and staff to return to the building.	All staff and pupils remain in the building with minimal movement.	Keep children calm, quiet and supported.
Rooms most suitable for lockdown	<b>Classrooms:</b> Close windows and blinds, children and staff under tables	<b>Offices:</b> Main office to move out to meeting room. Under desks or tables.	<b>Other:</b> Aviary, Wouldham room, meeting room. Under tables
Entrance points to secure	<b>Doors:</b> Internal doors shut and locked External doors shut and locked Fire doors shut and locked		<b>Windows:</b> Internal and external windows Close blinds where possible.
Communication arrangements:	<b>Staff:</b> Contact staff via: Phones Email Teams	<b>Parents/Carers:</b> Parents will be notified: " ...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out..."	<b>Emergency Services:</b> Office press red button to alert emergency services. Headteacher or SLT to call 999.. They will pass on advice and information to all staff.
Evacuation:	<b>Hostage:</b> If someone is taken hostage on the premises, school will seek to evacuate. <b>Procedure:</b> The fire alarm will sound, and we will use normal evacuation procedures.		
Partial Lockdown Signals			
Signal for Lockdown	Two whistles, "ATTENTION: Partial lockdown is beginning" followed by two whistles		
Signal for all-clear	Tannoy or SLT to inform area affected.		
Partial Lockdown			
Immediate Action	All outside activity to cease immediately, pupil	All staff and pupils remain in the building with minimal movement.	Keep children calm, quiet and supported.

	and staff to return to the building.		
<b>Rooms most suitable for lockdown (if in affected area or required to move others)</b>	<b>Classrooms:</b> Close windows and blinds, children and staff under tables	<b>Offices:</b> (If affected) Main office to move out to meeting room. Under desks or tables.	<b>Other:</b> (If affected) Avairy, Wouldham room, meeting room. Under tables
<b>Entrance points to secure</b>	<b>Doors:</b> Internal doors shut and locked External doors shut and locked Fire doors shut and locked	<b>Windows:</b> Internal and external windows	
<b>Communication arrangements:</b>	<b>Staff:</b> Contact staff via: Phones Email Teams	<b>Parents/Carers:</b> Message sent to parents via Bromcom “...the school is in partial lockdown During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...”	<b>Emergency Services:</b> Contacted by Headteacher or SLT. They will pass on advice and information to all staff.
<b>Evacuation:</b>	<b>Hostage:</b> If someone is taken hostage on the premises, school will seek to evacuate. <b>Procedure:</b> The fire alarm will sound, and we will use normal evacuation procedures.		

**NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**

**\* Pupils will not be released to parents during a lockdown under any circumstances.**

### Parent Communication

Advice re procedures is given via Bromcom to parents and is also available on the website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that:

- They are reassured that the school understand their concern for their child's welfare, and that we are doing everything possible to ensure each child's safety.
- They understand that they cannot contact the school during the lockdown as the office will be closed and calls could exacerbate the situation.
- Parents/ carers understand that they cannot collect their children from school or enter the premises. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- They know that they need to await further contact regarding when it is safe for them to come and collect their children, and where this will be from.

### Lockdown Drills and Training

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, once a year and practised 3 times per year as part of the school's emergency procedures. This will be preceded with a visual explanation for children using a pre-text which is age appropriate.