



Security lockdown procedure

Date: January 2025

Review date: January 2026

This procedure was written by Chris Hockaday (Business Manager) and is based on the DfE's [lockdown template](#).

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Head (Helen Hockaday)	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	07384151888
Deputy Head (Chelsea Nicholas)	<p>Escort visitors to agreed safe place.</p> <p>(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.)</p> <p>Communicate with parents/carers.</p> <p>Note: create an Emergency Evacuation Register on Arbor every morning after registration by doing the following:</p> <ul style="list-style-type: none"> • - Go to 'Students > Attendance > Registers > Daily Attendance'. • - Click on 'Emergency Evacuation Register' green button. • Download the register and keep it handy for emergencies. 	07586805178
Teachers and support staff	Bring class students to classroom or other place of safety. Take register and stay with students.	
SLT member (Jess Landrey)	<p>Make sure all access points are secured.</p> <p>(DfE guidance says that a named person should be responsible for this.)</p>	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • Three bursts on whistle, and word of mouth – shout “Lockdown, lockdown, lockdown – everyone to Nurture Room [or other classroom, depending upon circumstances] now”. • Use walkie-talkies to communicate with staff outside on the grounds. 	<ul style="list-style-type: none"> • Word of mouth.

Security lockdown plan

Our safe assembly points	Nurture Classroom if safe, otherwise another classroom as directed by Head/Deputy.
Secure entrance and exit points	Ensure windows closed and secured and lock classroom door once all staff/students have been accounted for.
Bring students inside	Inform staff supervising students outside, by walkie-talkie or verbally, to bring students back into building, or to remain in place, depending upon the nature of the danger.
Steps to increase protection	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • 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 if able without increasing individual risk (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	Where possible, use silent communications such as Whatsapp/text and keep noise to a minimum, especially if intruders are close by.

<p>Communication with parents/carers during a lockdown</p>	<p>If time and circumstances permit, let parents/carers know by text or email.</p> <p>Ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<p>Arrangements for students or staff with additional needs</p>	<p>If there are any staff or students with additional needs, determine what help they might need.</p>
<p>Lockdown duration</p>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>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 be putting people in more danger than if they had remained within the building.</p>	<p>If evacuation is felt necessary, communicate this to staff pupils verbally or by walkie-talkie.</p> <p>Depending on the circumstances, staff/students will be directed to go to the main Heslam Park club or elsewhere, decided at the time.</p>
<p>Security lockdown drills</p>	<p>DfE guidance recommends you practice at the start of each term.</p> <p>Inform students and parents/carers in advance by talking to students in assembly and sending a letter to parents/carers.</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

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 students, staff and visitors using registers		

Step	Time	Signed
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 students, 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		