



School Emergency Plan: Lockdown Procedures

Approved by:

Headteacher and
Governors

Date: February 2026

Next review due by:

February 2027

Rationale

Although there is **no statutory requirement** for a lockdown policy, schools can choose to have one if they feel that it would help them to manage risks. This policy outlines the procedures the school will follow in the event of a lockdown situation.

Definition of Partial and Full Lockdown

Partial Lockdown

A Partial Lockdown could be due to a reported incident in the local community including air pollution or civil disturbance and would typically include the following immediate actions as set out in the SEMP:

- Signal to staff that the school is in Partial Lockdown using the agreed signal: “Partial Lockdown”.
- Bring any children and staff back into the building
- Close and lock external doors and windows, pull shutters down where possible
- In the event of air pollution, turn off any systems that circulate air through the building and attempt to seal up doors, windows and vents to classrooms to minimise possible ingress
- Everyone should remain indoors until the all-clear is given, although staff and children may be able to move around school freely
- Staff should await further instruction

Full Lockdown

A Full Lockdown signifies an immediate threat, for example where there is an intruder within the building. Steps taken would typically include the following immediate actions:

- Signal to staff that the school is in Full Lockdown with a code red alert (**a continuous notification eg Office Code Red ...**)
- **We will sound our Code Red Alarm**
- Head teacher, Mr Gouldbourne, a member of the SLT or another member of staff to contact emergency services
- Close and lock external doors and windows, shutters to be rolled down
- Classroom doors should be locked from within and blinds drawn where possible
- Ensure pupils sit silently out of sight and where possible behind brickwork or reinforced walls (under tables). Full Lockdown should give the appearance that the school and its rooms are empty.
- Turn off lights, smartboards and computer monitors *if possible*
- Turn mobile phones to silent within offices

- Teachers to take register and communicate to the designated office via phone or walkie talkie.
- Use discreet agreed channels of communication ipads, internal phone system (where possible) and Year Leads' mobile phones.
- Staff should await further instruction.
- Member of SLT/admin/other member of staff to contact parents/carers via text and relay Lockdown message.*

Lockdown may be **activated** in response to a number of reasons, this could include:

- A major fire or environmental emergency in the vicinity of the school
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and pupils in the school, this may be community disturbances, dangerous dogs
- An intruder on the school site, with the potential to pose a risk to staff and pupils

Communication

- Staff are informed of the activation of lockdown using a recognised signal (Code Red – area specific), which differs from the fire evacuation signal. Which differs from the recognised fire evacuation signal, audible throughout the school, **including the playground.**
- Staff are informed of the deactivation/end of lockdown by Senior Leads and School Business Manager.
- Communication across the site is maintained using the intercom on the internal telephone system if available and Year Leads' mobile telephones.
- In the case of any pupils not accounted for, staff contact the Headteacher via walkie talkie or phone system immediately
- Emergency services are contacted using SLT/SBM's mobile telephones, internal telephone system,
- In the event that the school is in lockdown, parents will be **notified as soon as it is practical** to do so via the school's established communication network - Teachers2Parents

'The school is in a full Lockdown situation to keep the children safe. All children and staff are safe and well. All the doors are locked and the emergency services have been informed. Currently, nobody is allowed in or out of the school. Please do not ring the school for information as we need to keep these lines open to emergency services. Please do not arrive at school until we have contacted you and notified you that it is safe to do so.'

- 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 can stop communication lines with emergency services.
- 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 office staff or 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 lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.
- In the event that school is in lockdown for some time, we will remain in communication with emergency services, Sefton LA and stakeholders.
- When communicating with Emergency Services we will use ETHANE to give clear and concise information wherever possible:
 - **Exact location:** The precise location of the incident
 - **Type:** The nature of the incident, including how many vehicles, buildings and so on are involved
 - **Hazards:** Both present and potential
 - **Access:** Best route for emergency services to access the site, or obstructions and bottlenecks to avoid
 - **Numbers:** Numbers of casualties, dead and uninjured on scene
 - **Emergency services:** Which services are already on scene, and which others are required
- Following a serious incident, St Monica's will inform the local press office and also write to parents reinforcing the importance of the steps taken and thanking them and the children for their cooperation.

Site

- All external doors are inaccessible from outside (either locked or maglock system). Staff to close windows, shutters and close blinds *if possible*.
- Children will be directed back to their classrooms and internal doors closed. If children are not within their base, i.e. in the hall, outside on the playground or field or in the dining hall, staff to risk assess and move children to the closest, safest area.
- Walkie talkies will be taken outside during playtimes and lunchtimes and held by member of staff manning the field/class teacher during outdoor PE. There will be at least two members of staff using **Walkie talkies must be recharged at the end of each day.**
- Office staff to designated control room:
 - Designated potential control room locations are:
 - Headteacher's room**
 - Staff room**
 - Library**
 - **Office**

- In the event of a safe evacuation being instigated, children would be moved to the field behind Nursery or the Junior Yard
- The Headteacher/Site Manager/ SBM will lock all external doors leading to main entrances.

Roles and Responsibilities:

- Schools' Emergency Management Team (HT, Business Manager, AHT, SENDCO, Site Manager) will ensure that all policies and procedures are in place.
- Lockdown Leaders are - SE - EYFS; VMc KS1; AR LKS2; SG/LMc UKS2
- During curriculum time, class teachers and classroom assistants will be responsible for bringing pupils from outside into the school buildings as quickly and calmly as possible. During lunchtimes, classroom assistants/lunchtime assistants will be responsible (walkie talkies used to inform instantly) assisted by the Headteacher and SMT.
- Class teachers and classroom assistants are responsible for moving everyone away from windows and doors and under tables.
- Class teachers and classroom assistants are responsible for moving children from sight lines and turning off lights as quickly as possible.
- Year Leads to check the toilets in their base if safe to do so.
- The CLOSE Model will be used to assist understanding and preparation:
 - Close all windows and doors
 - Lock up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention.
 - Endure – be aware you may be in lockdown for some time
- **All staff will remain calm and reduce anxiety and panic for children eg if you are with children it is important to:**
 - Remain calm
 - Reassure
 - Ask children to be quiet and to follow your instructions
- **Individual staff members have specific roles:**
 - The school admin should ensure that the office is locked and that the police are called if necessary using ETHANE.
 - The Headteacher/Site Manager/Business Manager should lock the school's front doors and entrances as long as an intruder is not within the building.
 - Individual teachers and teaching assistants should lock classroom doors and windows *if possible*.
 - The nearest adult should check the exit doors and toilets.
- If an **intruder has entered** the building, there will be the following changes to procedure:

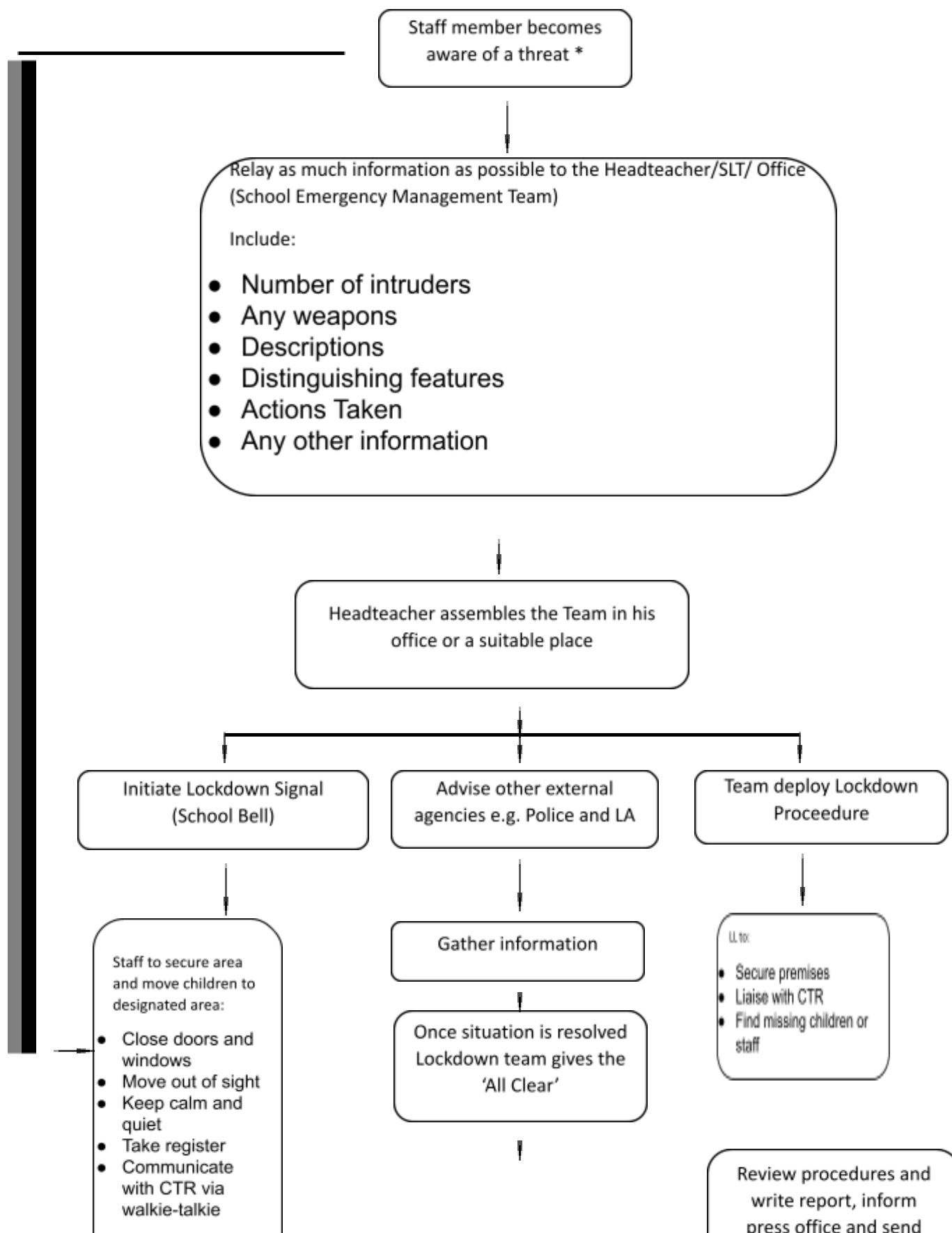
- o Direct all pupils, staff and visitors into the nearest classroom or secured space.
- o Classes that are outside should not enter the building but be moved to the evacuation point.
- o Lock classroom doors.
- o Keep pupils seated on the floor, under tables and turn off the lights.
- o Do not respond to anyone at the door until given the all clear.
- o Ignore any fire alarm activation; the school will not be evacuated using this method but await instructions from Emergency services.

Further Considerations

- **An annual drill and sharing of the Lockdown procedure/plan will take place in order to practise and prepare staff and pupils for Lockdown.**
- The Lockdown procedure remains the same if it is initiated during the school day, including lunchtime. If an intruder gains access to the school grounds, and then the school itself when some children are outside and some children are inside:
 - o Dependent on where the intruder is inside the building, children who are inside will be moved to the safest area possible and classroom doors locked.
 - o For those children who are outside, dependent on where they are, SLT/SM/SBM and children will be taken to the safe space (Field/ KS2 Yard)
 - o If staff arrive during lockdown procedure and have gained access to the building, they must risk assess their own situation and move to the safest available place, eg dining hall, headteacher's office, classroom.
- If it occurs after the school day, when children have left the building, all adults remaining inside the school building will be responsible for ensuring doors and windows located nearest to them are closed before moving to designated areas.
- If an incident occurs on the playground at the beginning or end of the school day as the children are arriving or leaving, any parents and other adults who are on the school premises will be brought into school as quickly and safely as possible.
- If Lockdown instigated, all staff wearing a smart watch will take it off aeroplane mode and put on silent.

Appendix 1

Lockdown Procedure Flowchart



Debrief and communicate
with stakeholders