

# Lock Down Guidance/Procedures



The Livingstone Road Primary Federation adopts this guidance/procedures

**Review Cycle: 2 Years**  
**Last Reviewed: 5<sup>th</sup> February 2025**

**Responsible for Review: EHT**  
**Next Review Date: February 2026**

## Procedure Statement

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the Federation. It is of vital importance that the Federation's lockdown procedures are familiar to members of the SLT, office administrators, teaching staff and non-teaching staff.

There are a wide variety of scenarios which may trigger lock down procedures. Some examples may include:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the Federation)
- An intruder on either school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- The close proximity of a dangerous dog roaming loose or other dangerous animals

The procedure incorporates the following key principles:

- How staff are alerted to the activation of the plan
- How staff should deal with pupils
- When the Emergency Services/Designated Local Authority officer/Hamwic should be contacted
- When Parents should be notified



## **Good Practice**

The Federation follows the following good practice to ensure that all members of staff and pupils have a clear understanding of the Lockdown plan:

- Rehearse lockdown arrangements (drill) with all staff and pupils at least once a year.
- Ensure that pupils are aware of the plan (dependent upon age - regular practices will increase their familiarity)
- Ensure parents are aware of the lockdown plan by communicating it through newsletters and placing on the Federation website
- Ensure staff are provided with the lockdown policy each year so that it is familiar to them alongside fire drills information
- Staff should ensure that blue-tac and dark paper is kept near internal doors with windows to ensure they can be quickly covered (including school offices, first aid rooms etc)

## **Lockdown Arrangements**

The Federation has two levels of Lockdown – PARTIAL and FULL.

- **Partial Lockdown:** This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the Federation. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown is a precautionary measure which ensures that the Federation is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.
- **Full Lockdown:** This signifies an immediate threat to the Federation and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the affected school building and no movement around the building unless absolutely necessary and in response to changing circumstances.

## **Lockdown Procedures:**

- The Executive Headteacher will decide to instigate a lockdown and will raise the alarm with 2 bells
- The Executive Headteacher will advise the office staff if it is a 'Partial' or 'Full Lock down'.

## **The Office staff will:**

- A member of office staff will send a short, internal email to all staff (across the Federation) advising of the situation ([allstaff@livingstoneprimary.org](mailto:allstaff@livingstoneprimary.org)); they should be clear if only one school is impacted; all teachers during partial lockdown should be logged into their email system as this will be a discrete tool for circulating non urgent information.
- The office staff will contact any other providers on site to advise them of the situation e.g. Kidscape
- The office staff will use the speaker phone system to notify all rooms with a phone the type of lockdown. As this is over a speaker the message should remain calm. Adults should ensure all adults in the classroom understand the status.

- Call the Site Manager and EHT (if off-site) to ensure they are aware of the Lockdown status.
- In a real situation (e.g. not during a practice) office staff should contact Hamwic Education Trust (gemma.carr@hamwic.org 07799 902971), and/or Emergency Services (e.g. Police/ambulance service) if necessary.
- React to any requests from the EHT in terms of ongoing actions because of their dynamic risk assessment
- The office staff will ensure that all visitors are accounted for and safe. If anyone is unaccounted for they will advise the EHT
- If necessary, parents should be notified as soon as it is practicable to do so via Bromcom; however, parents are not permitted to collect their children during a lock down procedure.
- When it is necessary to evacuate the building, the fire alarm will be sounded
- When the lockdown situation is finished, or the status of the lockdown changes office staff will send an email to all staff advising them of the change

### **The Executive Headteacher/Site Manager will:**

- Ensure they have their mobile phone on them so they can be contacted
- Walk around the outside perimeter of the site and ensure that any staff and children working outside are alerted to the partial lockdown status.
- Walk through the school and ensure that all external doors and windows are closed. They will lock doors that can be opened from the outside if this has not already been done.
- Liaise with the Emergency Services and Hamwic Education Trust in order to understand the best course of action in respect of the threat
- Conduct an ongoing and dynamic risk assessment based on advice from Hamwic Education Trust and Emergency Services and changing circumstances and advise the office staff of further actions that should be taken.

(The Site Manager/EHT should have a pre-agreed route to walk around the site)

### **Classroom Based Staff will:**

- Ensure any pupils who are outside the school building are brought in as quickly as possible and any outside activity is ceased immediately
- If pupils are at break time then classes will line up at their allocated points and be brought in by duty staff
- Ensure pupils and staff return to their normal classroom closing doors behind them.
- Staff who have PPA time and know that an adult is already covering their class should remain in the PPA area and ensure they are secure; they should email the school office to confirm their whereabouts
- Those inside the school should return to their classrooms if safe to do so; if it is not safe to do so they should email or phone the school office to advise of their location so that all adults and children are accounted for
- Ensure their classroom windows are closed
- Notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing or contact the school office to do so)
- Notify the office via email of all adults in the classroom including visitors
- Ensure pupils remain calm
- Await further instructions

## **In the event of a Full Lockdown, the following additional procedures should be followed:**

- Office staff will secure themselves in the main school office.
- Staff and pupils should take into account any risk in returning to their normal classroom and use the nearest room if necessary, notifying the office of their location.
- If staff and pupils are using the library, ICT, Music, Studio or Art/DT room in the tech block and it is not safe for children to return to their normal classrooms, the children and staff should remain where they are, and notify the office of their location.
- Classroom doors should be secured (e.g. table used to barricade door), windows should be locked and blinds drawn.
- Pupils should sit together, quietly and out of sight as much as possible (e.g. under desk or around a corner)
- Staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is no apparent risk in that vicinity
- Office staff will notify the EHT/Site Manager and Emergency Services of any children not accounted for
- Staff should avoid making unnecessary calls to the school office as this could delay more vital communication
- Staff should use email to communicate with the school office and respond to any emails sent out by the school office
- The school will remain in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will initially be shared via email (office staff will send the email) and via the phone intercom
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- The site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

## **Communication between parents and the school**

- The Federations lockdown procedure is available on the Federation website
- Information will periodically be available in Federation newsletters
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practical. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and have instigated all other processes outlined above, will send a text message via Bromcom stating: 'The school has gone into full lockdown. This is because... Every effort is being taken to keep the children safe. During this period, the phone system and entrance areas will be unmanned, external doors locked and nobody allowed in or out. Please do not try to contact the school or collect your child. The school will confirm when it is safe to come to the site.'

## **Communication to parents during Lockdown rehearsal**

Instead of sending the text message to parents detailed in the procedures above the following messages will be sent:

*When the rehearsal lockdown is instigated* - 'We are currently having a lockdown practice. Please do not contact the school. We shall let you know when the practice is complete'

*When the rehearsal lockdown has been completed* - 'Lockdown practice is now complete. Thank you'

