



Low Ash Primary School

Lockdown Procedure

- 1.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors eg. an intruder or threat inside the school.
- 1.2. The headteacher will ensure that all staff members understand when and how this procedure will be implemented.
- 1.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 1.4. The headteacher or member of the SLT will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- 1.5. **The partial lockdown procedure** is a precautionary measure but puts the school in a state of readiness should the situation escalate.
- 1.6. It will be used in the event of, but not limited to, the following:
 - a local risk of air pollution (see also invacuation procedure)
 - a civil disturbance in the local community with the potential to pose a risk to the school
- 1.7. **The full lockdown procedure** will be used in the event of, but not limited to, the following:
 - an intruder on the school site
 - a major fire in the vicinity of the school
 - the close proximity of a dangerous dog, or other animal, roaming loose
- 1.8. The signal given for staff members to implement the lockdown procedure is the 'Code Red' announcement on the tannoy system.
- 1.9. Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via the tannoy system.

- 1.10. Lines of communication between staff members will be kept open using the tannoy system if possible; however, unnecessary messages should not be made as this could delay important communication.
- 1.11. As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 1.12. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. their classroom.
- 1.13. Staff members will ensure that the toilets, staff room and playground are cleared of all pupils, staff members and visitors.
- 1.14. Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.
- 1.15. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 1.16. Classroom teachers will be responsible for the pupils within their classroom.
- 1.17. When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- 1.18. Classroom teachers or the responsible adult will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for using the walkie talkie, and an immediate search will be instigated, where appropriate.
- 1.19. Once all personnel and pupils are inside, the SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 1.20. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 1.21. If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, which is located at Highcroft Youth Centre (Highcroft Centre, Snowden Road, Shipley, BD18 1JD).
- 1.22. Pupils may be asked to hide or disperse if this will improve their safety.
- 1.23. Pupils are instructed to take cover under their tables where possible.
- 1.24. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 1.25. In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.

- 1.26. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
- blocking off access points by moving furniture to obstruct doorways etc.
 - drawing all curtains and blinds
 - turning off all lights and electronical monitors expressing light
 - instructing all pupils to either sit on the floor, under a table or against a wall
 - ensuring all people are kept out of sight and away from windows or doors
 - instructing people to stay as quiet as possible
- 1.27. All personnel will remain inside until an 'all clear' signal has been given, either via the tannoy system or by the Senior Leadership Team, unless told to evacuate by the emergency services. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- 1.28. Parents will be notified as soon as it is practicable to do so via the messaging system.
- 1.29. Pupils will not be released to parents during a lockdown.
- 1.30. If it is necessary to evacuate the building, the Code Red message will sound.
- 1.31. The school's Emergency Continuity Plan will be activated to help restore normality following an incident.
- 1.32. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill should be undertaken at least once a year.

Beth Medhurst
Headteacher

October 7th 2025