

# Marston Moreteyne VC School



## Lockdown Policy and Procedures

March 2025



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September 2023  
Reviewed March 2025



### **Rationale**

As part of our health and safety policies and procedures, the school has a lock down policy. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, wasps, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

### **NaCTSO (National Counter Terrorism security Office) Guidance.**

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

- Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

### **Notification of lock down**

Staff will be notified that lock down procedures are to immediately take place on by alerting staff via the Walkie Talkie system and sounding the Air Horn. If there is a partial lockdown the code word will be **Code Purple and one long blast on the Air Horn** and for a full lockdown the code word will be **Code Red and two long blasts on the Air Horn**.

## Procedures

### Partial Lockdown Code Purple – Lockdown with warning

- In a partial lockdown staff and pupils should remain in the school buildings and all doors and windows leading outside should be locked.
- No one should be allowed to enter or leave the school grounds; however, teaching and work can continue as usual.
- Children and staff can freely move around internal areas e.g. corridors and hall.
- This may be as a result of a reported incident/civil disturbance in the local area, wasp swarm, dangerous animal on the site with the potential to pose a risk to staff and children in the school.

### Full – Lockdown Code Red – Lockdown with Intruder

- Office staff are to make sure the front entrance door is locked and the main gates.
- Headteacher / Assistant Headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- A member of the admin team will contact the police.
- Front gate and entrance door to be opened by the Headteacher or Assistant Headteacher only.
- The **code red alert**, will activate a process of children being ushered in to the school building if on the playground, field or in the outdoor EYFS area as quickly as possible.
- Members of staff on playground duty to do a sweep of the outdoor areas before coming into school and securing the outside doors (locking).
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed (locked if possible).
- Children to be positioned under tables if appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, or on the floor or under a table.
- The Headteacher or Assistant Headteacher will decide if children and staff would be safer in the hall (PE, Worship) or in on particular classroom depending on the emergency situation.
- A register will be taken using the fire registers once in lockdown positions.
- Once the police are called the School office staff will hand out the registers.

- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when the alert is given.
- Headteacher and Assistant Headteachers to ensure all outside doors are secure and then base themselves in the corridor.
- Site Manager, cleaners and any catering staff base themselves in the kitchen.

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

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by SLT that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Assistant Headteacher only.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a register and notify the office immediately of any pupils not accounted for.

### **Staff Roles**

- School office staff ensure that the front entrance door is locked and police called if necessary.
- Headteacher or Assistant Headteacher to shut and lock the outside and shut the inside office door.
- Catering staff to lock the kitchen and hall door and remain in the kitchen.
- Individual teachers/ TAs lock or close the classroom doors and windows.
- Nearest adult to check exit doors in KS2/KS1/EYFS are locked.
- Staff on PPA to return to class if safe to do so or remain in the staffroom or work area.
- Staff or children in the hall taken to the classroom if safe to move.
- All other staff/ children head to the nearest classroom.

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

### **Communication with Parents**

- If necessary, parents will be notified as soon as it is practical to do so via the school Arbor System.
- 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 will tie up emergency lines

- 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 as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

### **Invacuation drills**

Practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff to be debriefed so improvements can be made.

Mrs A.Watts

**Headteacher & Designated Safeguarding Lead**

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Next Review March 2026