



EASTINGTON PRIMARY SCHOOL



EMERGENCY LOCKDOWN POLICY

Reviewed January 2026

Reviewed every 3 years

Eastington Primary School



EMERGENCY LOCKDOWN POLICY

The safety of everyone in the school is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the school buildings for their safety. (Examples: a potentially dangerous animal in the playground; sheltering from fumes given off by a hazardous material during an incident on one of the main roads/motorway near the school; an adult acting in a potentially threatening way.) This policy outlines our approach. We recognise a policy cannot cover every eventuality and staff will need to make decisions based on their assessment of the situation which may alter from those outlined here – all staff are committed to keeping everyone safe.

Information for Parents

Teachers will talk to children about what to do during the Lockdown alarm, why we might have to use this alarm and practise it so they are informed. During drills, children are not asked to hide under desks but in the event of a real emergency where this may be helpful/needed, teachers will ask children to do this. The school typically undertakes 1-3 formal lockdown alarm drills a year.

Depending on the type and severity of the incident, parents/carers may be asked NOT to collect children from school as they may put themselves/others at risk. If this is the case school will try to inform parents/carers by text/e-mail asap.

Please do not come to school/try to contact the school by telephone during a lockdown procedure as SLT/Admin staff maybe awaiting call back from emergency/LA support. In addition, staff will be helping coordinate the response to the potential threat/situation, liaising with emergency services, supporting children/staff etc..

As a result of an incident your children may have been moved from their normal classroom to another different place within the school. We will endeavour to make pick up time as inline with the usual procedure.

All children will be supervised and communication with parents and carers will be established once the incident has been dealt with / advice has been gained from the appropriate authorities/emergency services. We will use the school text/e-mail service to parents or share information on the school website to share relevant information when the situation at school has been controlled.

Thank you.

EMERGENCY LOCKDOWN PROCEDURES

Possible reasons:

To protect children/adults onsite from extreme weather, hazardous materials from roads/motorway/etc near school site, livestock/dangerous animals on the loose, civil disturbances, threatening person roaming site/area etc..

The Head teacher, SLT or most senior staff member on the premises is to manage the lockdown.

Preparation

- All staff are to carry their allocated fob for the external doors.
- Duty staff/admin officer to shut the gate after parents leave in the morning.
- C5 to have a class list in their cupboard for registration.
- Class 5 teacher/TA to have mobile phone in the room when working in C5.
- C5/Admin to ensure walkie talkies are charged in their rooms in case of need.
- Emergency medication e.g. Epi Pens, Asthma Medication etc. are held in the classroom of the pupil.
- The school has identified lockable spaces where windows can be covered easily in a case a specific individual in school is being targeted. No child should be left alone in a space and ideally 2 adults/3-4 children should be in a locked space to support calmness, less worried and child protection.

In the event of a lockdown...

- A staff member who identifies the concerning/threatening issue is to inform the Admin Officer/Headteacher/SLT immediately so the lockdown alarm can be triggered. **The trigger switch is in the administrator's office.** In the case of an obvious threat any staff member can trigger the lockdown alarm. **This alarm is an intermittent siren.**
- The **Admin Officer/Headteacher/SLT will telephone the POLICE: 999**; or other emergency service if required. No other phone calls are to be made and main school line to remain clear for emergency contact if needed.
- **The Admin Officer will take class registers/ signing in books for staff, signing in book for visitors, and log of children leaving/entering school within the day to class bases / hall without exiting the main building.**
- **C5 teacher will contact admin by phone/walkie talkie after they have registered.**
- **The Admin Officer will check all children/adults are accounted for and share with HT/SLT asap.**
- **The Headteacher/SLT will check external doors are shut/locked asap.** They may seek additional help from staff, redistribute staff as needed in response to the situation.

All children and staff will follow the lockdown procedures outlined below:

- **During lesson time:** on hearing the alarm, all staff and children should move to their class base. Any groups/classes in other areas such as the hall/kitchen are to return to their class base **without leaving the building**. Any children/adults outside should move inside the building via the nearest door and then move to their classroom. If this is not possible (eg C5 children) the group/class should move to the piano end of the hall - hall blinds should be drawn by the adult present if safe to do so.
 - **During break/lunch time**, children will stop eating lunch/playing and move to the hall where they will line up in classes (similar to fire procedure). **The duty teacher/s will ensure the external doors to the hall, kitchen and the external door by the School Council board are shut.** Teachers will arrive, take registers and then take children to their classrooms if safe to do so. C5 will remain in the hall by the piano end with a school adult – hall blinds will be shut by an adult if safe to do so. A decision may be made to move C5 children into another classroom with a teacher.
 - **During break/lunch teachers/TAs**, who might be in the staff room, will make their way to the hall using the inside of the building via the front reception entrance to support registration & safe supervision of children.
 - When teachers move to classrooms, **shut and lock external doors in/near their classroom**, close windows and close blinds/curtains if in place. (Use sugar paper/tape to cover glass doors/windows if helpful/needed too.) **Staff to tell children not to unlock a door, even to a known adult/child, but to alert them if someone wants to get into school.** Staff to be aware that the HT/SLT may need to enter the building after dealing with an incident – staff to open the door to HT/SLT if/when needed.
 - Staff to keep all children inside and remain as calm and reassuring as possible.
 - Depending on the risk, staff may ask children to hide under tables and cover their heads with their arms.
 - Children must be supervised. A staff member must remain in each room with children
 - We have identified lockable spaces in case a specific individual in school is being targeted. A pupil/adult could be moved to one of these areas if needed and it is safe to do so – ideally this would be with 3-4 other children and two adults to support calmness/child protection.
- Staff to follow directions given by the emergency services, Headteacher/SLT in control at the time.
- When all areas checked and cleared by Headteacher/SLT, the HT/SLT will let staff know – this “All Clear” announcement will end the lockdown.
- The admin officer/Headteacher/SLT will notify Local Authority (Glos. Shire Hall 01452 425000)
- Headteacher/SLT managing the lockdown will notify parents and carers via website/text/email/letter etc after the lockdown/advice from LA /advice from emergency services.
- Lockdown incidents will be discussed with children in age appropriate ways with in class so they can be supported. Depending on the lockdown issue, the Headteacher/SLT may seek additional support for specific adults/children in school.

It is critical for adults to be as calm as possible through the process of lockdown and reassure children at all stages to reduce stress & worry where possible.