



**Altrincham CE**  
Aided Primary School

*Grow Strong and Bear Fruit*

**Lock Down Policy and  
Procedures**

**June 2025**

## **1. Rationale**

As part of our Health and Safety policies and procedures, the school has a lockdown policy. This policy is underpinned by our Child Protection and Safeguarding Policies.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside school in the near vicinity.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the 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.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and pupils

## **2. Notification of lockdown**

Staff will be notified that lockdown procedures are to immediately take place on hearing an Air Horn.

The Deputy Head Teacher will deputise in the absence of the Head Teacher.

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

<b>Signals</b>	
<b>Signal for lockdown</b>	<b>Air Horn activated</b>
<b>Signal for all-clear</b>	<b>Verbal confirmation – telephone or in person</b>

### **3. Lockdown Emergency Checklist**

<b>Reference</b>	<b>Initial Response</b>
<b>L1</b>	<b>Sound the Air Horn. These are strategically placed around school. If you hear an Air Horn, you should also activate yours. Ensure all pupils are inside the building. Alternatively, ask pupils to hide or disperse if this will improve their safety. All adults are responsible for their own class.</b>
<b>L2</b>	<b>Lock and secure entrance points, doors and windows to prevent the intruder entering the building. All adults.</b>
<b>L3</b>	<b>Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.</b>
<b>L4</b>	<b>Ensure people take action to increase protection from attack:</b> <ul style="list-style-type: none"><li>• Block access points e.g. move furniture to obstruct doorways</li><li>• Sit on the floor, under tables or against a wall.</li><li>• Keep out of sight</li><li>• Draw curtains/blinds</li><li>• Turn off lights/screens/boards.</li><li>• Stay Away from windows and doors.</li></ul> <b>All adults are responsible for their own class</b>
<b>L5</b>	<b>Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access. All adults aware.</b>
<b>L6</b>	<b>If possible, check for missing/injured pupils, staff and visitors. All adults.</b>
<b>L7</b>	<b>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</b>

#### **4. Staff Roles**

- Office Staff ensure that the front entrance door is locked and police are called if necessary.
- Front entrance door and gates are only to be unlocked by the Head Teacher or Site Manager.
- Head Teacher and Site Manager check that all other external doors are locked.
- Catering Staff to lock the outside kitchen doors and remain in the kitchen, close all other doors and windows.
- Individual Teachers and TAs lock or close the classroom doors and windows.
- Staff on PPA stay in staffroom and ensure all doors are locked/closed
- Staff or children in the Hall taken to the classroom
- All other staff/children head to the nearest classroom.
- The signal of the Air Horn, will activate a process of children being ushered in to the school building if on the playground/field or in the outdoor EYFS area/ Forest as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff ensure windows, blinds and doors are closed. Children and staff to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off.
- The Head Teacher will decide if children and staff would be safer in the Hall or in a particular classroom or outside location depending on the emergency situation.
- A roll call will be taken as soon as possible using the fire registers. Office staff will hand these out when it is safe to do so.
- 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 Air Horn sounds
- Head Teacher and Site Manager base themselves in corridor once all external doors have been secured.
- If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Head Teacher. Office Manager or Site Manager.
- As soon as possible after the lockdown is at an end, teachers return to their base classroom and conduct a roll call and notify the office and Head Teacher immediately of any pupils not accounted for.
- During lockdown, staff will keep agreed lines of communication open, via telephone and email, but will not make unnecessary calls to the central office as this could delay more important communication.

## **STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

### **5. Communication between parents/carers and the school**

Advice regarding procedures is given in the school newsletter and is also available on the school website under the 'Key Information' Tab.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable via the school text system. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concerns for their child's welfare and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are need for contacting emergency providers.
- Do not come to school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for school to contact them about when it is safe to come and collect their children, and where this will be from.

### **Parents will be told**

**"...the school is in a full lockdown situation. During this period the telephone lines and entrances will be un-manned, external doors locked and nobody allowed in or out..."**

**A formal communication 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 to their children the importance of following these procedures in very rare circumstances.**

### **6. Invacuation Drills**

Practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. (Children will not be asked to hide during practices).

### **7. Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered lockdown.

Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents.

