Five Spires Academy
Lockdown Policy & Procedures

Audience:	School staff Pupils Contractors Visitors
Ratified:	March 2026
Other related policies:	REAch2 Health and Safety Policy School Critical Incident Management Plan School Health and Safety Policy School Risk Assessment Fire Evacuation Policy and Plan
Policy owner:	Headteacher
Review frequency:	Annually by FSO and Headteacher



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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Statement of Intent

Five Spires Academy is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors – this includes our dedication to mitigating the risk posed where a school lockdown is required. We will achieve this by educating our pupils, training our staff and ensuring the school has appropriate plans and measures in place.

In the event that a lockdown is required, Five Spires Academy has put in place procedures to ensure all risk is minimised to all persons present on the site.

The Headteacher is responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

Policy Overview

Overarching Principles

This policy contains detail on the school arrangements for the management of lockdown procedures, including inspection, maintenance and training. It is supported by the schools Health & Safety Policy and Critical Incident Management Plan

National Guidance and Statutory Requirements

This policy has due regard to statutory legislation and national guidance, including, but not limited to, the following:

- National Counter Terrorism Security Office – Crowded Places Guidance
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Evacuation Plan
- Fire Evacuation Plan (FEP)
- Invacuation, Lockdown and Evacuation Policy

Roles and Responsibilities

Responsibilities of the governing body

The **governing body**, in consultation with the **headteacher**, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The governing body endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.

Responsibilities of the headteacher

The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Lockdown Policy and Procedures can be implemented by all members of staff across the school.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Lockdown Policy and Procedures.
- Review and update this policy accordingly, every year.

Responsibilities of staff members

Staff members will:

- Take reasonable care of their health and safety.
- Remain vigilante and all times, reporting any suspicious activities or items immediately to a member of the SLT.
- Familiarise themselves with all their responsibilities as set out in the Lockdown Policy and Procedures.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Responsibilities of visitors and contractors

All visitors and contractors will:

- Never adapt, close or conduct works that will impact on the Lockdown Policy and Procedures without prior consent of the school and with clear written direction.
- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Lockdown Policy and Procedures.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.

Rationale

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

Lockdown procedures will be activated in response to any number if situations, these may include:

- A reported incident, disturbance in the local community
- An intruder on the school premises
- A warning received regarding a local risk of air pollution (smoke plume, gas cloud, chemical explosion etc)
- A major fire in the vicinity of the school
- The close proximity if a dangerous dog roaming the school grounds
- An angry/aggrieved parent
- A protest march or riot etc.
- NCTSO (National Counter terrorism Security Office) guidance

Policy In Detail

Lockdown

A school lockdown is a procedure that is initiated when it is believed that there is a credible threat to pupil and/or staff safety. The procedure has two stages as follows:

1. **Secure School** (partial lockdown) examples include but are not limited to;
    - a warning of an external threat to the school. Eg smoke plume / nearby protest/disorder.
    - dangerous animal lose within the vicinity of the school
    - low level confrontation within the school grounds
2. **Full Lockdown** – when the threat is serious and immediate
    - a person on site where a weapon is suspected/visible
    - angry or aggrieved person inside the school building

Initiation

Any member of staff who

- witnesses or suspects any suspicious activity or item within the vicinity of the school
- receives information from a parent or member of the public
- receives official notification from a recognised body (Police, Local Authority)

that there is potential risk to the safety of any person on site will immediately bring it to the attention of the Headteacher or in their absence a member of the SLT.

The Headteacher or SLT member will be responsible for initial assessment of the threat based on the facts present to them and determine, if in the interests of safety, it is necessary to implement a full or partial lockdown.

Secure School

In a Secure School event staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.

A Secure School will be signalled by

- Message via radio link stating **'ALL STAFF SECURE SCHOOL'** repeated 3 times
- Telephone call to Nursery Building
- Word of mouth

Actions

- Pupils who are outside of the school buildings are brought inside as quickly as possible
- All pupils will return to their designated classrooms
- Contractors will be instructed to report to the Main Office where they will be directed to wait in the Hall or asked to leave site if safe to do so.
- Kitchen staff will remain within the confines of the kitchen area.
- All external doors and windows are locked
- Main Office staff to ensure front gate switch is switched to Locked.
- Once in 'secure school' mode staff should notify the office immediately via radio link of any pupils not accounted for. The Headteacher will instigate a search for any pupil unaccounted for
- Staff should encourage pupils to keep calm and quiet
- Movement around the School should be limited and for essential requirements only.
- As appropriate, the school should establish communication with the emergency services as soon as possible
- All communications with the Nursery Building will be via radio link or telephone
- Staff should await further instructions
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.

All situations are different. Once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A Secure School may also be a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a Secure School. The aim of a full lockdown is for the school and its rooms to appear empty and free movement around the build obstructed.

A Full Lock Down will be signalled by

- the school bell will ring intermittently
- Message via radio link stating **'ALL STAFF FULL LOCKDOWN'** repeated 3 times

- Telephone call to Nursery Building

Actions

- Pupils who are outside of the school buildings are brought inside as quickly as possible to the nearest classroom
- All pupils not in their designated classrooms will immediately go to the nearest occupied classroom.
- If intervention rooms are used at the time of lockdown, remain in this room and ensure doors and windows are locked, blinds lowered.
- Staff in PPA room to lock down in this room.
- Contractors will be instructed to report to the Main Office where they will be directed to the SBM office and the door locked from the inside. Further communications will be via telephone.
- Kitchen staff will remain within the confines of the kitchen area.
- SLT members where possible should locate and lockdown in the Main Office forming a command and communications hub.
- All external doors and windows are locked
- Main office staff press the panic button under the desk to alert services of an incident at the school.
- Front office staff to ensure front gate switch is switched to Locked.
- All window blinds will be pulled down, lights, computer screens and displays turned off.
- Pupils will be encouraged to sit quietly on the floor where possible out of sight from internal doors.
- Any staff mobile telephones will be switched to silent
- Any mobile telephones in the possession of a pupil will be switched off
- Once in 'full lockdown' mode staff should notify the office immediately of pupils not accounted for and any additional pupils/staff in their classroom via radio link. The Main Office staff will cross reference this information with the school register to identify any pupil unaccounted for. The Headteacher will undertake a dynamic risk assessment and if safe to do so, instigate a search for any pupil unaccounted for
- Staff should await further instructions either via radio link or if deemed appropriate school 'WhatsApp' group.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- Apart from Emergency Services, no persons will be allowed on or off the school site during Lockdown

Fire Alarm during Secure School or Lockdown

Should the fire alarm be activated during a Secure School or Lockdown situation then staff should immediately prepare to exit the school as per the Fire Evacuation Plan. No evacuation should take place unless confirmed by radio link or there is an immediate threat to life from fire, which should be immediately reported.

The SLT will establish the validity of the fire alarm activation based on the current situation and undertake a dynamic risk assessment.

SLT will then inform all person as to full, partial or no evacuation.

Bomb Threat

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 via 999.

Receiving a Bomb Threat

- Stay calm and listen
- If practical, keep the caller talking and alert a colleague to dial 999
- If the threat is a recorded message, then you must save the message and write down as much detail as possible
- If the threat is received by text message do not reply to, forward or delete the message
- Note the number of the sender and follow the advice given by the police
- If the threat is delivered face-to-face try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti treat as police evidence and stop other people touching the item
- If the threat is received via email or social media do not reply to, forward or delete the message
- Note the sender's email address or username
- Preserve all web log files for your organisation to help the police investigations

Questions to Consider asking

- Where is the bomb right now?
- When is the bomb going to explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

Bomb Threat Actions

Following consultation and advice from the Police the Headteacher will decide on the appropriate course of action;

- Do nothing
- Search of School
- Police Search of School
- Initiate Secure School
- Initiate Full Lockdown

Lifting of Secure Schools or Lockdown

Staff and pupils remain in Secure School or Lockdown until it has been lifted by a member of SLT/emergency services.

A code phrase will be used to declare this lifting and will be communicated via radio link or telephone.

The code phrase is **'CONDITION GREEN'**

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/arbor/teachers2parents/app
- 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. The school will follow advice from the emergency services in this situation.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call the school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, 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 on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drills

- The **Headteacher** will ensure at least two Lockdown drills are performed each year, with one drill being random in nature.
- All staff members, pupils, visitors and contractors will be expected to take part in the drill.
- Class teachers and pupils will only be allowed to return to their lessons/activities once all upon completion of the drill by delivery of the designated code word.
- Non-teaching staff members, e.g. the school business manager, visitors and contractors, will be allowed to return to their work at the discretion of the Headteacher.
- Depending on the success of drills, suggestions may be made on how improvements can be made, if agreed they will be incorporated into the Lockdown Policy and Procedure.
- During drills, teachers will take a zero-tolerance approach to pupils misbehaving or running.
- Pupils will be expected to behave vigilantly and calmly, as they would in the event of a real situation.

Post Incident Management

Most important is the health and wellbeing of all those involved and or affected by the incident or events.

Where necessary, the school will seek help from the Department of Education, Local Authority and Reach2 to facilitate support to all those involved.

Monitoring Review and Audit

This policy will be reviewed annually by the Headteacher**,** and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to pupils, e.g., their responsibilities, will be communicated to parents and pupils.