



Donington Cowley Endowed Primary School

Lock Down Policy and Procedures

Policy review Date: November 2025

Date of next review: November 2026

School Vision Statement

Donington Cowley Endowed Primary School provides a caring environment where everyone is respected and valued; where unity lies at the heart of our community. Our aim is to provide an enriching curriculum which evokes aspiration and inspires all children to be the best versions of themselves. Through determination, courage, excellence, pride and success, we strive to encourage children to become confident, ambitious and passionate learners; laying the foundations of knowledge, skills and understanding for life-long learning.

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 lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately by the sound of the alarm system.

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
 - Lock up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe if the threat external.
 2. At the given signal, the children remain in the room they are in, and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitor to be turned off. Mobile phones are put on silent mode.
 3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
 4. If practicable staff should notify the School Office by phone that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School Office Staff to ensure that the office is locked and police called if necessary.
2. Executive Headteacher or School Office staff lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

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 - via ARBOR Parent App

Parents will be told:

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

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 lock down.

Parents will be asked not to call 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 parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Lock Down Plan

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Office Staff/School Bursar	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Lock Down System Alarm
Signal for all-clear	Executive Headteacher/SLT or Office Staff

Lockdown	
Specified assembly points	Classrooms and Office
Entrance points	Main School Entrance
Communication arrangements	- School Telephone - Mobile phones
Notes	

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are safe			
2.	Secure all entrance points to the school			
3.	Dial 999 for each emergency service that the incident requires.			
4.	Ensure that staff members take action to increase protection from further danger: - Block access points - Sit on the floor, under tables or against the wall - Keep out of sight and draw blinds to avoid detection. - Put mobile phones on silent. - Turn off lights and computers. - Stay away from windows and doors.			
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access of the room becomes unsafe.			
6.	Check for missing or injured staff members and pupils if it is safe to do so.			
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services			

Policy taken from The Key and adapted .

Governor Ratification:

Date: _____

Signed: _____ Chair of Governors

Review Date: _____