Lockdown Policy

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Staff Responsible: Mrs Paske and Mrs Beaumont Pike, Governors

Date Policy reviewed: July 2024, July 2025, May 2026 (name changes made September 2026)

Date of next Review: September 2027

Statement of intent

Leominster Primary School is committed to protecting the health, safety and welfare of all pupils, employees and visitors.

The School's primary concern is the safety of the children, above any other role their safety is, and must continue to be the first call of staff duty.

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 on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

The purpose of this policy is to ensure the children's safety, define an intruder and what a potential security risk in a primary setting is, outline the responsibilities of the school's staff and to advise employees on how to prepare staff for the possibility of a lockdown and help them to deal with any potential risk on site and to have procedures in place if any incident should occur.

This policy has been established to identify risks and manage them accordingly.

1. Legal framework

This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

- The school has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. This policy applies to all staff at the school.
- Children Act 2004
- Prevent Duty, Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- DfE (2026) 'Working Together to Safeguard Children'
- DfE (2025) 'Keeping children safe in education'
- Terrorism (Protection of Premises) Act 2025, (known as Martyn's Law)

2. Linked policies

- Safeguarding & Child Protection
- Health & Safety
- School Security
- Dealing with Critical Incidents
- Violence in Schools
- Whistle blowing
- Contingency (Emergency) plan

3. Definition

The Health and Safety Executive define an intruder as a person who has not been invited into the school, and who has no legal right or permission to enter. An intruder may be a person new to the building, who has been either misdirected or is lost and poses no threat to the children or staff. Alternatively, an intruder may arouse suspicion as to their presence in the building, and may pose a threat.

Definition of a security risk in a school setting is any situation posing a risk of harm to your school (both the physical infrastructure and your staff and pupils).

4. Responsibilities

To be able to handle a security threat on site, members of staff, the headteacher and governing body will all be expected take extra care and precautions.

Individual members of staff are responsible for:

- compliance with this policy;
- Following the protocol and procedure outlined in this policy
- being aware of their responsibilities to ensure a safe learning environment
- being aware of school security procedures such as how to protect pupils from harm, guard against assault, and safeguard property;
- making sure that windows on the ground floor are not opened past their normal limit unless it is an emergency, or more ventilation is required. If windows on the ground floor are opened further than their normal limit, then staff should stay in that room at all times until the window is closed into its normal opening position.
- attending training;
- making children aware of school security procedures especially what they need to do when a security threat is identified on the school premises;
- reporting any identified school intruders;
- reporting any identified breaches in school security;

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be made aware that any visitor not wearing the appropriate visitor's badge must be reported to a member of the school staff;
- be aware of the procedures in the event of a lockdown,
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

The headteachers are responsible for:

- The Headteachers are responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations that pose a security threat to the school building. These procedures must ensure that all involved are aware of precautions and methods of work to be followed, including emergency action to be taken if necessary.
- ensure that security measures are in place and are effective;
- ensure that all school staff are aware of procedures and their responsibilities to ensure a safe learning environment;
- provide training on school security procedures and how to deal with any security threats for all school staff;
- ensure children are aware of school security procedures and what they need to do
- ensure parents/carers are aware of school security procedures;
- work closely with governors;
- Schedule regular lock down practices in line with fire alarm practice
- Evaluate policies and procedures if an adult enters schools' grounds without a visitor's badge;
- monitor and evaluate the effectiveness of this policy;

T**he governing body is responsible for:**

- The Governing Body has appointed a Site Manager to put into practice school security measures;
- delegated powers and responsibilities to the Headteachers to oversee all school security measures;
- appoint a Governor with responsibility for security in order to make the school a safe place in which to work;
- delegated powers and responsibilities to the Headteachers to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteachers and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Site Manager and Business Manager

The Site Manager will:

- lead the development of this policy throughout the school;
- work closely with the Headteachers and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

- annually report to the Governing Body on the success and development of this policy

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school
- Parents will be made aware of school security procedures in the school handbook, school newsletters and the school website.
- Parents entering the school premises must act like any other visitor to the school
- Parents must comply with school security arrangements
- Parents must not roam around the school;
- Parents must not enter classrooms without permission;
- Parents must not disturb the duties of any member of the school staff;

Role of Visitors

Visitors to school must:

- report to the school office where they will be asked to sign in giving the reason for their visit;
- wear a badge before they enter the main part of the school;
- not have free access of the school premises;
- be aware that they will be challenged by school staff and pupils if they do not wear the appropriate badge

5. Procedure

From Summer 2026, we are introducing a new electronic sign-in system at Reception for staff, visitors and children arriving late or leaving early. Planned visitors can be sent an invite in advance to make check in quicker, and the person they are visiting will be alerted by email when they have arrived. All other visitors will be asked to put certain details in the system – name, email address, company, person visiting, car registration etc and then the school office staff will check their identity and DBS clearance on the Single Central Record. They will be asked to remain in the school foyer, which until the nature and purpose of their visit has been satisfactorily explained Even in the case of legitimate visitors, their arrival, movement within the setting and departure will be escorted and monitored by a member of staff if an enhanced DBS certificate is NOT in place. Visitors will be provided with a school visitor badge, unless the person has their own organisation identity badge, eg NHS, Herefordshire Council.

Staff will sign in and out of school using this system and their swipe card can be used for both of these processes.

Non-suspicious Cases: If it is established that an intruder is quite innocent and their authority to be on the premises has been established, they may be shown or redirected and be accompanied whilst on the premises.

School gates are open in the morning and afternoon with staff members supervising site access in the morning.

6. Suspicious Cases (Possible Threat)

Identify yourself to the intruder, politely greet them and question their purpose for being on the premises. Ask a colleague to alert Headteacher or member of SLT. Make every effort to keep the intruder away from the children. If you are alone and further assistance is needed, make an attempt to alert others to the situation. If you are with children, use your identify badge as an emergency notification and send with a child to another adult. Depending on circumstances and demeanour of the intruder, Head teacher or member of SLT will make every effort to call the police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm and comfort them whilst also attracting another member of staff to call the police. No-one should attempt to restrain them. Have regard to the safety of any children present, and evacuate them from the area as soon as possible. Do not panic, act in a calm manner, do not cause alarm or distress. If the intruder attempts to leave, do not prevent them from doing so, but carefully note their direction and clothing, and any vehicle they may have. Note the direction they take and alert the police of the circumstances. If the intruder remains until the arrival of the police, inform officers of the circumstances. In the presence of the police, make a firm request for the intruder not to return. Review security procedure and make a written report. Inform police at the earliest opportunity.

7. Intruder Who is Armed or Poses a Serious Safety Hazard

Alert staff to call the police (999) as soon as possible. Give the operator the location of the intruder, a physical and clothing description and the weapons involved. Advise the operator of your action to safeguard the children and other members of staff, and remain on the line until told to hang-up. Monitor the location of the intruder. Evacuate all children from the immediate area, if allowed to do so, and do not approach or engage with them. In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear. Try to engage the children in activities. Attempt to pacify the intruder, and ascertain if possible their reasons for being there. Be aware that you will be asked to recall any comments or statements made by the intruder. Remain calm and do not attempt to disarm the intruder. The Head teacher or member of *SLT* should be aware of the location, description and type of weapon in possession of the intruder, in order that they can appraise police on their arrival. All other members of staff and children should remain in their designated room unless otherwise directed by the police. There will inevitably be an investigation in to the incident. The incident will be

investigated by the police and will also be reported to the Local Authority Designated Officer for safeguarding. All staff or other witnesses will be called to recollect what happened and record this in writing as soon as after the event.

Debriefing

Members of staff and children involved in an intruder situation which posed a serious threat may need to be supported and debriefed after the event. Counselling and support may be procured from external professionals.

8. Raising awareness of this policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Induction pack
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- training with school staff
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

9. Training

We ensure all school staff have equal chances of training, career development and promotion. Periodic training will be organised for all school staff so that they are kept up to date with new information and guidelines. The school will carry out practices every term in line with our fire safety evacuation. Staff will do a head count once practice is over to make sure everyone is accounted for.

10. SEND/ASD pupils

The school recognises that some pupils with SEND may have:

- Experience heightened anxiety or distress during emergency situations.
- Have difficulties understanding verbal instructions or changes to routine.
- Require sensory, communication, mobility or medical support.
- Need individualised strategies to remain safe and regulated.

All staff should be aware of aware of the needs of pupils and implement supportive, calm and inclusive practices during lockdown procedures. Staff should use calm, reassuring and consistent communication. Staff should adapt communication to meet pupil needs.

Staff will make reasonable adjustments in class for pupils with SEND. These may include use of ear defenders, fidget toys, sensory toys, regularly hearing the alarm. These children should be identified in advance, and adjustments should be noted on their own personal evacuation plan and discussed with safeguarding officer, SENCO and parents / carers as well as the pupil. The evacuation plan should include communication needs, sensory needs, hearing or visual impairments, safe spaces or calming strategies, mobility or evacuation support, staff support, risks of absconding, or dysregulation behaviours. Our 2 ASD bases have their own in evacuation / evacuation plan which is shared with the adults who work across these bases as well as members of SLT.

11. Monitoring and review

- This policy is reviewed **every two years or when the need arises** by the **governing body** and the **headteachers.**
- Any changes made to this policy by the **headteacher** and the **governing body** will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.