



CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

Lockdown Procedure

<u>Approval Date</u>	20 th November 2025
<u>Policy Review Date</u>	November 2026
<u>Chair of Governors</u>	<i>Lachar</i>
<u>Headteacher</u>	<i>N Daniels</i>

This template is based on the DfE's [lockdown template](#).

1. It is important to note that LOCKDOWN is necessary when staff and students needs to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.
2. It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a 'blind' evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained in the building.

Signals

Alarm or signal for lockdown shelter	Use of the tannoy system either by the microphone located in the Headteacher's office or the remote (button 1)
Signal for stand down / all-clear	Use of the tannoy system either by the microphone located in the Headteacher's office or the remote (button 2)

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher	<u>Mrs. N. Daniels</u> : Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. If the Headteacher is out of school this will be deputised to Mr. P. Swain.
Deputy Headteacher / SLT	<u>Mr. P. Swain</u> : Check corridors and open spaces <u>Mr. D. Forshaw</u> : escort visitors to safe space <u>Mrs. H. Cashman</u> : Inclusion If these members of staff are not in school this will be deputised to SLT in this order: Mrs. M. Rothwell Mr. Sam Dobinson Mr. K. Derbyshire Mrs. K. Melia
Teachers and support staff	<u>Mrs. K. Smith</u> : Organise communication with parents/carers if possible. This must say that there will be updates every half hour if possible but lines must be kept clear and they should not come down to school. <u>Teachers</u> : Bring class pupils to classroom or other place of safety. Take register and stay with pupils. If the invacuation is from social time, they must check the corridors are clear before they close their room.

STAFF MEMBER	RESPONSIBILITIES
Site manager	<p><u>Mr. J. Picton</u> and Site Team: Make sure all access points are secured.</p> <p><u>Mr. J Picton</u> – contact the Leisure Centre to communicate that school is in lockdown and whether or not they need to lockdown too.</p> <p>(DfE guidance says that a named person should be responsible for this.)</p>

Security lockdown plan

Our safe assembly points	<p>Dependent on the type of threat and when this happens in the school day:</p> <ul style="list-style-type: none"> - Intruder: in lessons Pupils should be kept in classrooms with staff and the door locked. - Intruder: at social time (break and lunch) Pupils must be directed to their nearest classroom / space with teachers and the doors locked. - Support staff must lock themselves in their office. - Pastoral staff must go into their nearest classroom
Bring pupils inside	<p>If a lockdown alert is needed during break or lunch time the tannoy system will communicate across the site including outdoor areas.</p>
Steps to increase protection	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)

Internal communication during a lockdown	<p>Communication will be made through the use of two-way radios (Channel 2) if this is not possible through the use of Whats App.</p> <p>Where possible, we will use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
Communication with parents/carers during a lockdown	<p>Parents/carers will be communicated through text and email. They will be asked not to communicate school as they will tie up lines used to contact emergency services.</p> <p>If possible, updates will be made every half hour through the school comms system.</p>
Arrangements for pupils or staff with additional needs	<p>Students who are vulnerable or have additional needs will be supported by the SEND team. If needed they will have individual action plans.</p>
Lockdown duration	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>Name: Leisure Centre</p> <p>Type of venue: Car Park</p>
Security lockdown drills	<p>A lockdown drill will be practiced every term. Students will be reminded of the procedure during assembly. A letter will be sent to parents/carers. The SEND team will work with pupils who we feel are exceptionally vulnerable.</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		

Step	Time	Signed
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		