



LOCKDOWN POLICY

REVIEWED: September 2025
REVIEW DATE: September 2027

Applies To

This procedure applies to all staff and students at Biddulph High School

Procedure

This procedure provides a framework for site lock down which aims to;

1. Keep students, staff and visitors to the site safe.
2. Keep students, staff and visitors calm, informed and confident in the **schools** response to any unplanned events.
3. Support the work of emergency services.
4. Provide a framework for senior staff to work within that is adaptable and flexible to respond to unknown situations and events in a calm manner that will in turn support higher quality decision making.

In the event of an incident taking place, it may be necessary to contain staff, students and visitors within the school for their safety. This document outlines the procedures that should be followed in this event.

The range of possible events is unpredictable and therefore difficult to plan for, but possible examples of such situations include;

1. Significant road traffic accident on Conway Road or Park Lane with several emergency vehicles
2. A public order disturbance in the surrounding area
3. An intruder onto the school premises with the risk of harm to one or more people.
4. A serious violent incident or threat of violence in or around the school building

Lockdown procedure:

1. Identification of event or incident with possible impact on students and/or staff
2. Communication of the incident to the Leadership Team, and **emergency services** as appropriate
3. Decision regarding implementation of lockdown procedure
4. Communication and Implementation of **lockdown** procedure by staff and Leadership Team
5. Ongoing assessment and control by the Leadership Team
6. Decision regarding ending containment
7. Ending containment
8. Internal and External Communications
9. Review of process and updates to plan (as necessary)

1. Identification of event

This might be through notification from police, a member of the public, staff or students, dependent on the nature of the event or incident and its proximity to the school.

2. Notification of details

Whoever sees or hears of this sort of event, or feels there is some reason to contain students and staff within the school, must notify reception who will inform members of the Leadership Team, with appropriate details to make decisions about the safety of students, staff and visitors.

If the potential threat is within the building, then Leadership, pastoral and site team will investigate safely initially via the school camera system.

The member of the Leadership Team may take an immediate decision as the circumstances dictate or will liaise with as many other members of the Leadership Team as appropriate whilst seeking to act as quickly as the circumstances require. If notification of the event has come from staff or students, it may also be necessary to inform the Emergency Services by dialling 999 as quickly as possible after the safety of the staff, students and visitors is assured.

3. Decision regarding implementation of containment plan

If the circumstances are such that containment is felt to be essential in order to best secure the health and safety of students and staff, then this decision will be taken by the Leadership Team and the plan implemented as quickly as possible.

4. Communication and Implementation of plan by designated staff

Staff and students should be informed as soon as possible as detailed in the table below without causing anxiety or concern. Initial contact should be restricted to members of Leadership to avoid unnecessary speculation and anxiety. In order to contain students and staff, all external doors of the building should be made secure as the first step. Any staff or students attempting to leave should be asked to remain inside the building as advised by the Leadership Team/Emergency Services and for their own safety.

The reception staff, Leadership Team or the IT Services Department, will initiate the lockdown procedure by pressing one of the yellow call points located throughout the building. This triggers the Lockdown Procedure message, which is an automated message on the Tanoy system.

The Acorn Learning Centre, located in an external building will be notified and instructed to not enter the main school premises and follow the lockdown procedure, by a phone call from the Headteacher's PA.

External lessons taking place on the field and visitors arriving at the school will be able to hear the automated message on the outside Tanoy system. In this situation, do not enter the premises and seek refuge, a safe distance away.

Who	Action
Reception Staff and Premises Team	<ul style="list-style-type: none"> — Secure all external doors and inform anyone attempting to leave of the need to remain on the premises. — Direct all staff and students in the Reception and Foyer to the nearest safe internal location out of sight from the main entrance. Reception staff also should relocate to the First Aid room.
IT Services on instruction from The Leadership Team	<ul style="list-style-type: none"> — Leadership Team may send out an email to all staff stating that a Lockdown has been actioned. — IT staff may initiate a pop up message for all staff computers stating that a Lockdown has been actioned. — This is dependent on if the staff are near to a computer — No need as alarm is sounding.
Staff and students in lessons	<ul style="list-style-type: none"> — To stay in the classroom or seek out the closest room and close the doors, blinds and windows. Staff should ensure students remain in the classroom and will be instructed as to whether it is necessary to move to a different area or sit down on the floor. Staff should try to keep the students calm. Teachers with a class should retain responsibility for their class either for the duration of the session or (if an extreme emergency incident) until further notice – dependent on Leadership Team advice
Staff and students not in lessons	<ul style="list-style-type: none"> — All staff and students who are in corridors must enter the nearest classroom to them. Students in the common room must go immediately to 111. Students in the canteen are to go directly to 135 or pastoral offices.
Leadership Team	<ul style="list-style-type: none"> — As appropriate dependent on circumstances, contact local council emergency planning department to inform them of the school's position and to seek advice and information regarding the external incident or event.
All Staff	<ul style="list-style-type: none"> — As circumstances dictate, and it is safe to do so, a staff briefing will be held at the earliest possible opportunity to advise staff of what has occurred and the school's response. — It may not be possible or appropriate to involve all staff in this briefing because of the need to supervise students. It may be that individual Leadership Team members can brief smaller groups of staff around the school.
Leadership Team/ Headteachers PA	<ul style="list-style-type: none"> — Inform Governors, PET and local media as necessary (e.g. messages via local radio)

5. Ongoing review

Once the lockdown plan has been implemented, if safe to do so, there should be a regular and routine review as to both the effective containment and the external circumstances that have triggered the containment. Advice and information should be sought from external agencies (emergency services, national media, local council, etc.) as appropriate. Leadership Team should meet as a group at regular intervals to ensure all are up to date and they in turn should agree information to be passed to staff at regular intervals, both via circulating the buildings and via email.

6. Decision regarding ending containment

Whether this decision rests with the Leadership Team or external agencies, will depend on the nature of the incident but once it is felt that students and staff can leave the building safely then a process for enabling students (initially) and then staff to leave the building can be agreed and instigated. The exit(s) providing the safest evacuation will be identified depending on the nature of the incident. As previously, this decision will rest with the Leadership Team and should be communicated to staff through Leadership only.

7. Ending containment

Students will not be released to parents during a lockdown. The Leadership Team and as many other staff as it is felt necessary, will supervise the ending of the containment plan by allowing students to leave the building either in accordance with the general school day or following agreed alternative arrangements.

This ending of containment will be announced over the Tanoy system by a member of the Leadership Team. The Acorn Centre will be notified by a phone call from the Headteacher's PA.

8. Internal and External Communications

Immediately following the end of lockdown and the return to business as usual, members of The Leadership Team to agree if any/all of the following external communications are required in order to reassure members of the school community and reduce the number of incoming communications;

- Updates on social media
- E-mails to staff, students and/or parents
- Update on Arbor
- Press release and calls to local press contacts
- Calls to PET and the local governing body

9. Review of process and updates to plan (as necessary)

Following the implementation and conclusion of the containment plan, The Leadership Team should review and update these procedures in the light of experience and lessons learned.

Communication

All new staff will receive training at induction on the lockdown policy, alongside the evacuation policy. All staff will receive updates as required through normal staff communication channels.

Lockdown notices placed in staff workrooms and all classrooms.

A drill will take place once a year to test implementation, this will also form part of the communication and updating strategy, by actually going through the procedure in the drill. In all cases, emergency services, local press, key stakeholders and parents will be informed of the drill **in advance**. Representatives of the key emergency services may be invited to observe the drill and provide supportive feedback for future improvements.

Monitoring

Event reviews and an annual policy review will be used to update the policy and procedures.