



### **Stelling Minnis CE Primary School**

Our school is a beacon of light. A place where every child and adult is encouraged to shine brightly and reach their full potential. Through curiosity, courage, and compassion, we shine like a lamp in our classrooms, like a village on a hill in our community, and like shining stars across the wider world.

# **Lockdown Procedure**

**Ratified: 9<sup>th</sup> June 2026**

**Reviewed Annually**

A security lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for a security lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/dangerous dog etc.

### **Procedure at Stelling Minnis CE Primary School**

- Remain calm and quiet
- Move slowly
- Obey instructions
- Do not provoke an incident

1. If there are children outside, the headteacher, or a designated person, will give five short blasts on the air horn (kept in the office) or whistle and ensure that the children enter the school as calmly as possible through the nearest point and return to their own base class or join another class base if safer. Teachers and staff should return to their base class when it is safe to do so.

2. The office staff or Headteacher will contact the police on 999 if necessary.

3. If the children are in the building, the Headteacher or designated persons will inform all staff of the situation using the school telephone system. The agreed signal will be activated to inform staff and pupils that the school is in lockdown. Staff in Otters will be mindful of Staffroom, Staff in Badgers will be mindful of the staff toilet and playground and medical room and staff Squirrels will be mindful of the Little Room and field. All other rooms have a phone on the system. In the event of a telephone failure, the school will use a whistle or air horn if appropriate.

4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.

5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.

6. Staff should count and register the children to account for all children immediately and inform the office of anyone missing. This can be done via email to the office or via phone so that staff do not need to wander around school.

7. Staff should try to keep the children calm and quiet.

8. If necessary, parents/carers should be notified as soon as practicable via the Arbor messaging service that there is a lockdown situation. They should be reassured and informed not to contact or come to the school, and to wait for further instructions.

9. Pupils will not be released to parents during a lockdown.

10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.

11. School should stay in contact with Emergency Services at all times and follow their instructions.

12. A lockdown drill should be undertaken at least annually.

13. Parents should know that there is a Security Lockdown Plan and that a copy is on the website.

14. Lockdown information should be displayed in every classroom/area.

When the lockdown is over, a senior member of staff will notify everyone or give the agreed signal.

All children should be accounted for and a welfare check completed by class teachers.

## Appendix A

Dear parent/carer,

Re: Enhancing safety in our school

At Stelling Minnis CE Primary School, we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure on [insert date].

### **What is a security lockdown and when would it happen?**

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

### **Situations where our security lockdown procedure may be used include:**

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community
- A nearby chemical incident or risk of air pollution
- An incident related to terrorism

### **What is our school's security lockdown procedure?**

- An alarm will be sounded announcing a security lockdown
- Pupils and staff will move immediately inside to the nearest classroom
- A register will be taken to ensure all pupils are accounted for

- External doors will be locked and blinds drawn
- Children will sit quietly at their tables
- Emergency services will be called if required

### **Instructions for parents/carers in the event of a security lockdown**

- Parents will be informed via Dojo as soon as it is safe to do so
- Do not call or come to the school during lockdown
- Do not share information on social media
- Wait for instructions regarding collection

### **About our upcoming security lockdown drill**

Staff will explain the procedure to pupils in an age-appropriate way before the drill and reassure them afterwards. This is only a practice to ensure everyone stays safe.

If you have any concerns, please contact the school.

Yours sincerely,

[Sign off]

