

# Lockdown Policy

## Bonneygrove and Millbrook Primary School Federation



<b>Subject:</b>	Lockdown Policy
<b>Approval date:</b>	September 2025
<b>Review date:</b>	September 2026
<b>Approved by:</b>	Shen Hasekilerden (Chair of Governors) Jane Acreman (Vice Chair of Governors)



## BONNEYGROVE AND MILLBROOK PRIMARY SCHOOL FEDERATION

### Aims

The school has adopted a lockdown procedure in response to any external or internal event that could pose a threat to the safety of pupils and staff.

The lockdown procedure may be activated in response to any number of situations where there is a potential risk to pupils and staff, but for clarity, situations may include the following:

- A reported incident / civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a risk locally of air pollution;
- A major fire locally to the school; or,
- A dangerous animal roaming loose in the neighbourhood.

### Notification of Lockdown Procedure

Staff will know to commence lockdown procedures upon hearing the short message of, '**Code Blue! Code Blue!**' across the telephone system.

### Pupils and Staff Lockdown Procedure

1. All pupils and staff should stay or move to the room that they are closest to at the time of the alarm being raised;
2. Any pupils or staff in the playground, field or hall, should move to the nearest room;
3. External doors must be locked;
4. Internal doors must be locked if possible;
5. Windows must be shut and locked, blinds drawn and internal door windows covered (if possible) so an intruder cannot see in;
6. Pupils and staff should silently sit under the tables in their classroom;
7. Turn off lights, computer screen/s and the interactive whiteboard;
8. Keep mobile phones or radios on mute;
9. Await further instruction – this will be sent via the telephone or given in person by a senior member of staff or a member of the emergency services – and please be aware that in some cases, there could be a long period of silence; and,
10. Those with pupils must remain calm, reassure them and remind them to follow all instructions straightaway.

### Staff Roles and Responsibilities in the Event of a Lockdown

- Head of School to contact the emergency services, dialling 999 followed by 55 if unable to speak;
- Assigned Deputy/Assistant Head of School and SBM to contact emergency services in Head of School's absence;
- Key holders to check and lock internal/external doors as safe to do so; and,
- All adults to shut/lock doors and windows, where possible, to secure building.

- **Communication with Parents/Carers**
- Communication with parents and carers will take place at the earliest opportunity following any serious incident to inform of the context of lockdown and to encourage parent/carers to reinforce with their children the importance of following procedures in these very rare circumstances.
- **Monitoring and Review**
- Lockdown Procedure Drill
- A lockdown procedure drill will take place at least once a year to ensure all pupils and staff are aware of what action to take if the lockdown procedure is employed. The drill will be monitored and debriefed to pupils and staff so improvements can be made with the aim to safeguard the pupils and staff at our School.
- Staff will **ALWAYS** have advance notice of a lockdown drill. Therefore, if the alarm is raised without warning, staff must assume it is **NOT** a drill.
- The procedure will be reviewed in light of any issues that have arisen from a drill.

### **Lockdown Procedure**

**Lockdown Call: *a call of 'Code Blue, Code Blue!' across the telephone system***

- 1. Stay or get inside the building**
- 2. Lock doors and windows**
- 3. Keep blinds drawn and cover internal door windows**
- 4. Sit pupils out of sight (under the tables if possible)**
- 5. Turn off lights**
- 6. Keep mobile phones on mute**
- 7. Turn radio volume down and keep it close**
- 8. Wait for further instruction, either in person or radio message – and be prepared to wait for some time**

**If you are with children, it is important to:**

- **Remain calm**
- **Reassure them**
- **Remind them to follow your instructions**