



Lockdown
Procedures:
Keeping
Everyone Safe

When a Lockdown Might Be Needed

- Intruder or aggressive individual on or near site

- Police operation nearby

- Environmental hazard (e.g., gas leak, chemical spill)

- Major incident outside the school

The Lockdown Signal

Announcement: 'This is a lockdown.
Please stay where you are and follow
lockdown procedures.'

- Repeated twice for clarity

- Staff and students act immediately
and calmly

What Staff Should Do

- Lock doors, close blinds, turn off lights

- Move everyone out of sight and keep quiet (under tables)

- Take a quiet register

- Do not use or allow mobile phones

- Do not open the door until all-clear message received

What Staff Should Do if not in classroom

- Go to form room if appropriate or nearest room

- Move everyone out of sight and keep quiet

- Take a quiet register

- Do not use or allow mobile phones

- Do not open the door until all-clear message received

SLT, Office & Site Roles

Move

- SLT: Move to command post, oversee communication

Secure

- Reception: Secure main entrances

Lock

- Site Staff: Lock external gates, assist emergency services

Liaise

- DSL: Liaise with police and external agencies

All-Clear & Aftermath

- Wait for message: 'Lockdown is now over. It is safe to move.'

- Resume normal routines when safe

- Debrief and offer wellbeing support

- Review actions and update procedures if needed

Student Guidance (Summary)

- Stay calm and follow instructions

- Stay where you are and keep quiet

- Do not use mobile phones or try to leave

- Listen for the all-clear before moving