

**St Kenelm's  
C of E Primary School**



**Lockdown Policy and  
Procedure  
February 2025**

**Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.**

## Our Vision, Values and Ethos

### Our Vision

# Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

*Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.*

### Our Values

***Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.***

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

### Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

## Rationale

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all pupils and staff. On very rare occasions, it may be necessary to seal off the school, so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example:

- An incidence of civil disturbance in the local community, which poses a risk for the school.
- An intruder on the site with the potential to pose a risk to pupils and staff.
- Local risk of air pollution, such as a smoke plume or gas cloud.
- A major fire in the vicinity of the school.
- A dangerous dog roaming loose.

## Notification of lockdown

Staff will be notified that lockdown procedures are to be taken immediately on hearing the airhorn.

## Procedures

Follow the **CLOSE** procedure:

- Close all windows and doors
  - Lock up
  - Out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. Be aware that you may be in lockdown for some time.
1. If the children are outside on hearing the airhorn, this should activate a process of them being ushered in to the school building using the nearest and most convenient door quickly and calmly, locking external doors on entry. The children should be taken to their normal classroom.
  2. If inside the building, at the sound of the airhorn, the children and staff should remain in the room they are in and all doors and windows should be locked.
  3. The children should be instructed to sit under the tables. Lights should be turned off.
  4. Children and adults not in a classroom will proceed to the closest possible room and lockdown.
  5. No adult or child to leave the room for any reason whilst in lockdown.

## During a lockdown:

1. Staff to support children in keeping calm and quiet.
2. Everyone to remain in lockdown positions until they are informed that lockdown is over by a

- member of the Senior Leadership Team (external doors to remain locked).
3. Staff inform Senior Leadership Team if specific emergency services are needed eg. ambulance.
  4. As soon as possible after the lockdown, teachers return to their classrooms (if needed) and conduct a register, notifying the Senior Leadership Team of any unaccounted staff or children.

#### Staff Roles:

1. The Headteacher (Business Manager in their absence) will be nominated as the lockdown manager, to assess any posed risk, initiate, manage and conclude the lockdown.
2. Emergency services will be contacted by the office.
3. The Business Manager will help direct and brief emergency services on their arrival.
4. The Headteacher will inform the Chair of Governors, who will then liaise with senior leaders during the lockdown, support communication with parents/carers and the press where applicable.
5. Adults will keep a calm atmosphere in the classroom and be alert to the emotional needs of the pupils.
6. If a class is out of school eg. on a trip, office staff will call the teacher and warn them that the school is in lockdown. Advice will be given as to when it is safe to return to school.

#### Communication with Parents/Carers

- If necessary, parents/carers will be notified as soon as it is practical to do so, via text, that the school has initiated a lockdown.

#### Parents will be told:

*"...the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out..."*

- Parents will be told not to attend the school or call until they receive a text to say that lockdown is over.
- Following a lockdown, parents will be notified of the context and asked to reassure their children and highlight the importance of following procedures in these very rare circumstances.

#### Lockdown drills

Lockdown practices will take place at least annually.  
Monitoring of practices will take place and staff debriefed.

#### An intruder in the building

In any situation, where it is deemed necessary to evacuate the building (eg. intruder, bomb threat, fire), fire evacuation procedures will be initiated and should be followed.

## Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. The named safeguarding governor will review the implementation of the policy through their monitoring visits throughout the year.

Signed on behalf of the school:



Signed on behalf of the governors:



**Date:** February 2025

**Date to review:** February 2028

