

CLEVEDON SCHOOL



LOCKDOWN PROCEDURE

Lockdown Procedure written by: JSM/ KHU	
Date: September 2025	Review date: September 2026

Rationale

Lockdown procedures are 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 students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

However, the Stay Safe principals must take precedence if the nature of the threat is such that the school lockdown procedures cannot be implemented. e.g. Aggressive terrorist incident, armed attackers.

The basic stay safe principals of RUN>HIDE>TELL must be applied:
(<https://www.gov.uk/government/publications/stay-safe-film>)

Staff will be trained on this once a year (minimum) and a drill will be practiced if the ELL feels necessary for staff/ student confidence.

Plan

Staff responsibilities

Headteacher
Jim Smith

Executive Lockdown Leader (ELL)
To contact the emergency services, and control all in school actions.
SCA – to remain and support ELL.
Head of School (SKE) to take on this role if Headteacher not present.

<p>Other staff members</p>	<p>Head of School is Deputy Executive Lockdown Lead (DELL)</p> <ul style="list-style-type: none"> • <i>Communicate with parents/carers</i> <p>Assistant Headteachers are Lockdown Leads (LL)</p> <p><i>Allocated responsibility for different areas of the school:</i></p> <ul style="list-style-type: none"> • <i>KHU – Discovery, Main Corridor and Student Support</i> • <i>PGR – Maths and Humanities</i> • <i>CSH – Woodside</i> • <i>CMU – Drama, Music, Science</i> • <i>CBL – Sixth Form, Business, Art</i> • <i>HOH – Gym, Hall, B&G Diner, Kitchens, DT, M13/14, Exam Huts, IT, Main Reception and HOH area.</i> <p><i>Science Staff</i></p> <ul style="list-style-type: none"> • <i>Door to be overridden by TSM (or another member of staff if absent)</i> <p>Teachers and support staff:</p> <ul style="list-style-type: none"> • <i>Stay with students</i> <p>Site manager:</p> <ul style="list-style-type: none"> • <i>Ensure all access points are secured</i>
<p>Communication</p>	<p>SLT to use two-way radios to communicate during the lockdown.</p> <p>Two-way radios to be used between main school (SCA office) and Woodside.</p>
<p>Signals</p>	
<p>Lockdown signal</p>	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Dedicated 'lockdown' alarm tone (continuous school bell)</i> • <i>Staff emails used (all staff have an issued laptop)</i> • <i>Word of mouth – led by ELL / DELL / LL</i>
<p>All clear signal</p>	<ul style="list-style-type: none"> • <i>Fire alarm will sound to end the lockdown</i> • <i>Email communications can be used to update staff (all staff have an issued laptop)</i> • <i>ELL / LL will come round and notify staff</i>
<p>Evacuation signal</p>	<p><i>The fire drill sound will be used in this case (continuous)</i></p>

Basic 'Lockdown' principles

- Staff to be alerted to the activation of the plan by the sounding of the lockdown bell.
- Students who are outside of the school buildings should be brought inside as quickly as possible to the nearest secure classroom. If students are in corridors they are to go to the nearest classroom. Students on break/lunch should go to classroom immediately.
- PE students on the field should go to the nearest secure building.
- Those inside the school should remain in their classrooms.
- External doors locked by staff. Classroom doors locked (where a member of staff with a key is present). Windows shut and, where possible, locked, blinds drawn, students sit quietly out of sight.
- External science door to be overridden and closed if safe to do so.
- Once in lockdown mode, staff should notify the office immediately of any students not accounted for via email. In areas where there is no PC, staff should notify (if possible) the control room via walkie-talkie, using Channel 5.
- Staff should encourage students to keep calm and reassure them.
- Staff who are not teaching at the time of a lockdown alert should remain in their classroom and make themselves known to the Control Centre via email. If needed, the Control Centre may ask them to cover a lockdown lead.
- Students will not be released to parents/ carers during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions. Lockdown will be lifted by the Headteacher (ELL).

Contact:

- As appropriate, the school should establish communication with the Emergency Services as soon as possible:
 - Police and emergency services 999
 - NSC (in office Hours) 01934 426706/70
 - NSC (out of hours) 01934 622669,
 - Environment agency 0800 80 70 60
- The LA should be notified as above.

Parent/Carer Communications:

School lockdown procedures, especially arrangements for communicating with parents/carers, will be routinely shared with parents/carers either by newsletter or via the school website.

In the event of an actual lockdown, the incident or development must be communicated to parents/carers as soon as is practicable. It is obvious that parents/carers will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents/carers should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency providers' access to the school and may even put themselves and others in danger
- Wait for the school to contact them via text and/or email about when it is safe for them to collect their children, and where this will be from.

Debriefing and review

Headteacher to debrief staff and students as soon as possible after the incident.

All media contact to go via Jim Smith (Headteacher) any communications released (NSC media and communications officer 01934 634 996 press.office@n-somerset.gov.uk)

Staff Training Checklist

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure students are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger: <ul style="list-style-type: none">• Lock doors• Turn lights off• Close blinds• Remain calm and quiet			
Make sure students and staff are aware of exit points			
If safe, check for missing students or staff			
Remain inside until all clear has been given or told to evacuate			