# Gateway Primary School Policy Cover Sheet

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| **Policy Name:** | **Lockdown Policy and Procedures** |
| **Adopted at / by:** | **FGB** |
| **Signed on behalf of the Governing Board** | K. Moyes |
| **Name:** | **Kevin Moyes** |
| **Date:** | **September 2026** |
| **Signed on behalf of Headteacher:** | **pp.** KAnstee |
| **Name:** | **Kayleigh Anstee** |
| **Date:** | **September 2026** |
| **Review period:** | **1 year** |
| **Date of next Review** | **September 2027** |

**Rationale**:

All schools should consider the need for robust 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 pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside school in the near vicinity.

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

- An incident or civil disturbance in the local community which poses a risk to 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 across the school will be notified of the need for lockdown by sounding the lockdown alarm. An alarm point is accessible in the main school office, to the right of the reception window, and in the KS1 central area, next to the cleaner's cupboard. The alarm point is a yellow box, similar in size and shape to a fire alarm point. The alarm is activated by turning the key clockwise 90 degrees and holding it in position for 3 seconds. The alarm is an intermittent siren. Any adult can activate the alarm.

**Procedures**

Pupils will follow the PAL procedure on hearing the lockdown alert:

P – PAUSE – Stop. Take a look around. Is this an emergency? Do I need to take action?
A – ADULT – Look for the nearest adult. They will have more information.
L – LISTEN – The instructions you are given next will be very important. Listen carefully and do exactly as you are told.

Staff will instruct children to stop, look and listen. Staff will close classroom doors and windows and lower blinds where available. All children will be asked to sit quietly on the carpeted area, away from windows and doors. Lights should be turned off. Staff will engage children in a quiet story to distract and promote a feeling of calm. Staff will keep children in this position until they are informed that lockdown is over by a member of the Senior Leadership Team. Staff must inform the SLT of the need for any emergency services whilst locked down. As soon as possible following lockdown, staff should take a register and notify SLT of any unaccounted for children or adults.

No one is to leave the room for any reason unless lockdown is ended. If children are outside on hearing the siren, they should enter the nearest building as quickly as possible, ensuring external doors are closed behind them. If already inside the building, children should stay in the room they are in. Children in a shared space of the school, such as a corridor or the library, should move to the nearest classroom as soon as possible. Children in the hall should move to 'The Mess.'

**Staff Roles:**

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| Headteacher | The nominated lockdown manager to assess posed risk, initiate, manage and conclude the lockdown. In the Headteachers absence, this will fall to the Deputy Headteacher.<br><br>Inform the Chair of Governors to request assistance where required. |
| Office Staff | Call the necessary emergency services required.<br><br>Alert any groups of children out of school eg. School trips, swimming lessons. Advise as to when it may be safe to return to school. |
| School Business Manager | Help direct and brief emergency services on their arrival. |
| Other Adults | Keep a calm atmosphere and be alert to the emotional needs of the children. |

**Communication with Parents**

If necessary, parents will be notified as soon as it is practical to do so via ParentHub that the school has initiated a lockdown. Parents will be told:

*The school has entered a lockdown situation. During this period all external doors will remain locked and nobody allowed to enter. Do not call or visit school until you are informed that lockdown is over.*

Following the lockdown, parents will be notified of the context and asked to reassure their children, highlighting the importance of following procedures in these very rare circumstances.

**Lockdown Drills**

Lockdown practises will happen annually. Monitoring of practices will take place and staff debriefed – if further drills are required to ensure practises are well understood, dates will be scheduled to increase drills.

**An intruder in the building.**

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

**Review**

Governors will review this policy annually.

**Appendix**

PAL – Emergency Action Poster for classrooms.

# EMERGENCY ACTION

**P. PAUSE**

Stop. Take a look around.
Is this an emergency? Do I need to take action?

**A. ADULT**

Look for the nearest adult. They will have important information.

**L. LISTEN**

The instructions you are given next will be very important. Listen carefully and do exactly as you are told.

# REMEMBER P.A.L.