Weston Park
Primary School

Lockdown Policy & Procedure

2026 - 2027

Date of last review: September 2026 Date of next review: September 2027

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LOCKDOWN Policy

Full Lockdown and Partial 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, students, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment. Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required. A Partial Lockdown may also be initiated to put the school in a state of readiness should the situation escalate and need to revert to a full lockdown.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees, wasps or hornets;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcanic Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by letter and/or the MCAS application with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown
    - any incident or development will be communicated to parents via email and text as soon as is practicable; "Weston Park Primary School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information."
    - Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
    - Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
    - Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority. Parents reminded not to use social media to scaremonger.

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- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the "all clear" has been given by emergency services.
- It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.
- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown;
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents;

- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.
- Depending on their age students should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

LOCKDOWN Procedure

If a threat is posed outside the school building it may be necessary to restrict staff and pupil movement around the site to secure their safety. The lockdown procedure is as follows:

- The signal that the lockdown procedure must be implemented will be a continuous fast sweeping high frequency siren together with blue strobing lights (which may not be visible from everywhere in the building). If this is not possible then there will be a verbal message from the Headteacher, Assistant Head or Admin Staff.
- Senior Leaders, site manager, admin team will ensure that all external doors and windows are secure and blinds and curtains closed.
- All pupils and staff should remain in their classroom. If the lockdown procedure is initiated during break time or lunchtime staff should collect pupils from the playground or hall quickly and calmly and return to their classrooms unless unsafe to do so.
- All staff should
  - Lock the classroom door, close the windows, close the curtains/blinds and turn off the lights
  - If in the kitchen, butterflies or other room lock the doors, close the windows, close the curtains/blinds and turn off the lights
  - Instruct the students to remain silent and ensure they are sat on the floor as far away from windows and doors as possible
  - Monitor student movement and maintain a quiet and calm environment until notified to release the class (the siren will stop)
  - All mobile phones should be turned on and set to silent and / or your laptop is open to receive messages / emails
  - Turn radios on to receive messages, but do not use to radio out
- Where a lockdown is initiated and the pupils are outside, they should be bought back into the building swiftly. If it is unsafe to bring the children back into the building they should be walked calmly to the back field and await further instruction
- Senior staff will conduct an on-going risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This will then be communicated to staff and students.

- The signal that the lockdown procedure has ended is when the continuous fast sweeping high frequency siren and blue strobing lights stop (which may not be visible from everywhere in the building).

Partial Lockdown

A partial lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate and need to revert to a full lockdown. You will be informed of a partial lockdown by a verbal message from the Headteacher, Deputy head, Assistant head or Office Staff

- All outside activity to cease immediately, students and staff return to the building and remain there. All external doors and windows should be locked
- Movement may be permitted within the school building dependent upon the circumstances but this must be supervised by a member of staff and you will be advised if this is possible
- All situations are different, senior staff will conduct an on going risk assessment and this is be communicated to staff
- Keep communication open, mobiles, phones and / or computer and turn two-way radios on

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