



Rookery School

Lockdown Policy

March 2026

Approved by Full board of Trustees	Date March 2026
Next review date March 2027	

Rookery School lockdown procedure.

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.

Rationale

As part of our Health and Safety policies and procedures the school has a lock down Policy. 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.

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 pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing a continuous intermittent bell.

Any member of staff in the SLT office will call the sports and Arts centre (phones in all 3 teaching spaces) to alert staff to a lockdown.

The receptionist will then phone 999 to report the incident.

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 you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors.

Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support children in keeping calm and quiet.

5. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or a member of the emergency services.

6. End of Lockdown.

Staff will be notified of the end of lockdown by a member of SLT.

6. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. Receptionist to ensure that her office is secured and police called if necessary.

2. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via Groupcall. Parents will be told:

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Lockdown Plan

Step	Initial Response	Time completed	Signed
1	Ensure all pupils are inside the building.		
2	Dial 999		
3	Secure all entrance points to the school		
4	Ensure that staff take action to increase protection from further danger. • Lock doors and block access points. • Ensure children sit on floors or under tables out of sight. • Close blinds • Put mobile phones on silent. • Turn off lights and computers. • Stay away from windows and doors.		
5.	Check for missing or injured staff and pupils if it is safe to do so.		
6.	Remain inside the locked room until the all clear sign has been given or unless told to evacuate by the emergency services.		

Lockdown Process

The Lockdown will be signified by the school bell being rang for 5 x 3 second bursts

At that sound all children should be taken to the nearest classroom.

Each classroom should be locked or bolted windows closed and where possible blinds closed, smart boards and computer monitors switched off and mobile phones switched to silent. All Offices should be locked.

Children and staff should remain quiet in classrooms and offices and away from sightlines.

No staff or children should move from the classroom until they are advised to do by a member of the SLT