



Brackley Church of England Junior School

*'We are a Caring, Celebratory, Courageous, Christ-inspired Community
rooted in love.'*

Lockdown Policy

Policy Ownership	SLT
Statutory Requirement	No
Date reviewed & adopted by committee	September 2025
Review Date	September 2026



Brackley Church of England Junior School



Lockdown Policy

School Values

'We are a Caring, Celebratory, Courageous, Christ-Inspired Community rooted in love.'

Statement of Intent:

As part of our Health and Safety policies and procedures, the school has a Lockdown 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 on 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, a nearby chemical spillage, the proximity of dangerous dogs, serious weather conditions or attempted access by an unauthorised person or persons, with intent of causing harm or damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately upon hearing an alarm which will be one long continuous ring of the school bell, lasting approximately 20 seconds.

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. You may be in lockdown for some time.

1. The above signal will initiate the process of:
 - a) children being ushered into the school building (if outside) and into their classroom as quickly as

possible, where they sit together on the carpet.

- b) children beginning lockdown in their classrooms (if already indoors) where they sit together on the carpet.
 - c) the locking of the school's external doors, cloakroom doors, windows and blinds.
2. Any children in the Pastoral Room will remain with Mrs Dwyer.
 3. As soon as possible on beginning lockdown, teachers conduct a register using the paper register kept in the medical cupboard. A **Teams Chat** message must be used to inform the office of any children not accounted for.
 4. Staff will ensure all windows and doors are closed/locked and children are positioned away from possible sightlines from external windows/doors. All blinds are to be completely lowered. All lights and interactive screens are to be turned off. Laptops may remain on for the purpose of **using Class Teachers Teams Chat only**, but the laptop screen must face away from a window.
 5. Children, staff or visitors to the school who are not in class for any reason, will proceed to the nearest designated safe place, either a school office or classroom. They will remain in that room until the lockdown has ended.
 6. The Headteacher (or Deputy Headteacher or Bursar) will put the message: "IN LOCKDOWN" on the **Class Teachers Teams Chat**. All class teachers (or HLTAs if responsible for the class at the time) should respond to this message with a 'thumbs up' emoji once they have settled in their designated place and 'entered lockdown.'
 7. Staff must support children in keeping calm and quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**
 8. Staff must remain in lockdown positions until they have been informed on **Class Teachers Teams Chat** "LOCKDOWN ENDED" by either the Headteacher, Deputy Headteacher or Bursar.
 9. Following lockdown, class teachers will conduct a welfare check on the children to provide reassurance and allow for any debriefing conversation/ discussion deemed necessary to ensure the children are reassured and settled.

Staff Roles:

- School Office Administrator to ensure that office blinds are shut and the office doors are locked.
- Bursar or Site Manager to lock the Year 3 and 4 cloakroom doors and the one by 5FG.
- The headteacher is to call the police if necessary.
- Individual teachers/ HLTAs/ TAs to close (lock if possible) all doors and windows.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via either text or email.

Parents will be told:

'The school is in a full lockdown situation. During this time, the office and entrances will be unmanned, external doors locked and nobody allowed in or out. We will inform you of when Lockdown has ceased.'

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 lockdown.

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

If the end of the day is extended due to lockdown, 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.

Lockdown drills

Lockdown practices will take place at least once a term 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.



There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	An extended ring of the school bell (approx. 20 seconds)
Signal for stand down / all-clear	“LOCKDOWN ENDED” on Class Teachers Teams Chat

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Mrs Beth Akers	01280 707060
Deputy Head	Mrs Jennie Eaton (1)	01280 707060
School Bursar	Mrs Samantha Nyali (2)	01280 707060
Communications Officer	Mrs Kirsty Craske	01280 707060

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

Classrooms	School Hall	Library	Offices
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It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure communication channels are kept free from unnecessary messages..

Teams Chat – primary source

Email – if needed

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	Waynflete Infants School
Type of venue	Infant School
Contact name	Mrs Tina Lagdon
Contact telephone number	01280 702270

Distance between Brackley CE Junior School and Waynflete Infants School is 0.3 miles. This is approximately an 8 minutes' walk. Term dates at Waynflete Infant School are the same as those of Brackley CE Junior School, including the INSET days which means that the school will always be available to our staff and children should a relocation be needed.