

# ACADEMY @ WORDEN



*Ludus Admirandus*

## SCHOOL EMERGENCY LOCKDOWN PLAN

| Plan administration                               |                         |
|---------------------------------------------------|-------------------------|
| Version number                                    |                         |
| Date of issue                                     | March 2026              |
| Electronic copies of this plan are available from | R:Drive/school policies |
| Hard copies of this plan are available from       | Finance                 |
| Date of next review                               | 2027                    |
| Person responsible for review                     | Mr J Haworth            |

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, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupils and visitors to the school and could include:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

| Lead Responsible Person            |             |
|------------------------------------|-------------|
| Designated Senior Person           | Mr P Cairns |
| Deputy Designated Senior Person(s) | Mr M Reed   |

| Signals              |                        |
|----------------------|------------------------|
| Signal for Lockdown  | Lockdown sounder alarm |
| Signal for All-clear | Sounder alarm ceases   |

| Lockdown                                                                                                                                                                                                                                                                                  |                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entrance points (e.g. doors, windows) which should be secured                                                                                                                                                                                                                             | Front Entrance<br>All entrances at the back and side of the building<br>Kitchen<br>Science                                                              |
| Communication arrangements                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>▪ Classroom telephones</li> <li>▪ Mobile phones</li> <li>▪ Instant messaging / email</li> <li>▪ Radio</li> </ul> |
| <p>Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves of anyone else in danger.</p> <p>If someone is taken hostage on the premises, consider an evacuation of some or all of the site.</p> |                                                                                                                                                         |

| Ref | Initial Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Tick / sign / time |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| L1  | SOUND THE LOCKDOWN SIGNAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |
| L2  | <p>During lessons</p> <p>Anyone outside the school buildings (in the immediate vicinity) should be brought inside as quickly as possible.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p> <p>During exams - candidates and invigilators in classrooms are to follow the lock down policy ie, barricade doors and hide under tables. Invigilators and candidates in the sports hall are to go into the covered stock room out of sight.</p> |                    |
| L2  | <p>Dinner time</p> <p>If safe - all staff and pupils to return to their classrooms as quickly as possible. If not safe and on the yard, then remain there until given further instructions.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p>                                                                                                                                                                                                |                    |
| L3  | If possible, and not putting selves in danger SLT / Site staff to lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.                                                                                                                                                                                                                                                                                                                                                              |                    |
| L4  | <p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>▪ Lock internal doors/windows if possible</li> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall</li> <li>▪ Keep out of sight</li> <li>▪ Keep quiet</li> <li>▪ Draw curtains / blinds</li> <li>▪ Turn off lights</li> <li>▪ Stay away from windows and doors.</li> </ul>                                                                   |                    |
| L5  | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |
| L6  | Complete Appendix 'A' with details known so far.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |
| L7  | Dial 999 and report the incident to the Police.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |

| Ref | Secondary Actions                                                                  | Tick / sign / time |
|-----|------------------------------------------------------------------------------------|--------------------|
| L8  | Undertake a register as soon as possible.                                          |                    |
| L9  | Once in lockdown mode, staff should make a record of any pupils not accounted for. |                    |
| L10 | Try to establish as much information regarding the incident as possible.           |                    |
| L11 | Dial 999 and update the Police if required.                                        |                    |

|     |                                                                                                                                                                               |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| L12 | If safe to do so, check all corridors and toilets.                                                                                                                            |  |
| L13 | Ensure that pupils, staff and visitors are aware of fire exit point in case the intruder does manage to gain access.                                                          |  |
| L14 | If possible, check for missing / injured pupils, staff and visitors.                                                                                                          |  |
| L15 | Staff should encourage pupils to stay calm as far is possible.                                                                                                                |  |
| L16 | If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known.                                        |  |
| L17 | Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils <b><u>will not</u></b> be released during a lockdown. |  |
| L18 | Continue to follow advice/instructions from the Emergency Services.                                                                                                           |  |

# LOCKDOWN PROCEDURE

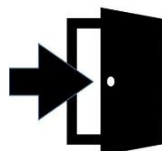
## SIGNALS

|                     |                        |
|---------------------|------------------------|
| Signal for Lockdown | Continuous School Bell |
|---------------------|------------------------|

|                      |             |
|----------------------|-------------|
| Signal for All-clear | Bell ceases |
|----------------------|-------------|

On hearing the above signal for a school lockdown take the following actions:

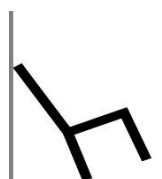
## ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Block any access points into the classroom by moving furniture in front of door.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible. Under desks if feasible and staying out of sight. Keep quiet.



Undertake a register as soon as possible. Identify those pupils out of class. If pupils on a toilet break – to go to the Hub if safe to do so otherwise to stay hidden.

**STAY  
IN**

Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services.  
**DO NOT** leave the classroom to find out what is happening.

**KEEP  
CALM &  
QUIET**

Keep pupils calm by offering constant reassurance. Keep as quiet as possible.