



Riverside Primary Lockdown Policy

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1. INTRODUCTION AND AIMS

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 in 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage. A Lockdown drill will be practiced once a term.

2. NOTIFICATION

Notification of Full Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing lockdown alert alarm.

If children are outside playing, they will be alerted by the school whistle.

3. 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 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. Any mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.

4. If practicable staff should notify the main office by radio that they have entered lock down and identify those children not accounted for

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

NO ONE SHOULD MOVE ABOUT THE SCHOOL

6. Staff to remain in lock down positions until informed by Head of School in person that there is an all clear.

7. 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

4. ROLES AND RESPONSIBILITIES

Staff Roles

- Head of School Activate the Lock Down alarm only upon confirmation of a serious threat or drill. Communicate all clear signal
- Admin staff Ensure that the front door is locked and police called if necessary
- Caretaker Lock all other entrances
- Individual Teachers/LSAs Lock/close classroom door(s) and windows close blinds. Nearest adult to check exit doors.
- Staff in staffroom Make sure lock is on, close windows, and move to less visible point from main door.
- Catering staff Lock doors, close windows and turn off lights
- Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via text BromCom for those not on BromCom this will be by phone call or text.

Parents will be told: 'The school is in a full/partial/class lockdown situation. During this period the phone 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 lockdown. 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 the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

5. LOCKDOWN DRILL ACTION CHECKLIST

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		