

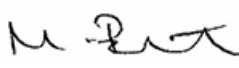


'In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.'

Matthew 5:16

Responsibility, Respect and Friendship

LOCKDOWN POLICY

Policy Lead Committee:	Local Academy Committee	In consultation with:	Senior Leadership Team
Approved by:	 M. Bath, Chair of Committee	Date:	13th January 2026
Policy Date:	Spring Term 1 2026	Review Date:	Spring Term 1 2028
Review Frequency:	2 Years		



'Let Your Light Shine'

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'Let Your Light Shine'

1. Aims & Purpose

Rangeworthy Primary School aims to offer our pupils as rich a learning environment as possible in order to enhance the curriculum and support our children to let their lights shine. We wish to ensure that they have access to this environment, in a safe and controlled way.

2. Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down 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.

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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent on causing harm or damage.

3. Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately through the school phone system if inside and using the school bell if outside.

3.1 Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up (and barricade doors if intruder present)

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 if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.



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- 2) The School Administrator/Headteacher will also send an email to all staff explaining school is now in lockdown and everyone is to stay in the room until told otherwise by the Headteacher or School Administrator.
- 3) 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 blinds closed where possible. Children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors will be turned off. Mobile phones are put on silent mode.
- 4) A register will be taken to ensure all children are present. If they are not present a member of staff will be sent to locate them. If nobody is available, an email will be sent to the School Administrator / Headteacher to inform.
- 5) Children, adults (e.g. volunteers etc.) 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.
- 6) No adult or child to leave the room for any reason whilst in lock down.
- 7) Staff on PPA to lock down in the staff room, remaining quiet with no kettles on.
- 8) Catering staff to close the shutter to the kitchen and turn off lights and text the School Administrator to say all present.
- 9) If practicable staff should notify the School Administrator by email via the class laptops that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them. If they are not able to email for any reason they must text instead.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Headteacher or School Administrator in person that there is an all clear.

4. Staff Roles & Responsibilities

- The Headteacher (or School Administrator in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Headteacher or School Administrator to call the police and Trust Office if appropriate.
- If a class is out of school e.g. at church or on a school trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.



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- Individual teachers/TAs lock/close classroom door(s) and windows.
- Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.
- Do not allow anyone out of the classroom during a lockdown under any circumstances.

5. Communication with Parents

If necessary parents will be notified as soon as it is practical to do so through the school email system. Parents will be told: 'the school is in a full lockdown situation. During this period the phones must not be used 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 the office staff or the 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 the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills will be discussed and rehearsed once a year to ensure everyone knows exactly what to do in such a situation and for positive reinforcement or to identify required improvements. Following this, staff will be debriefed and a discussion held about how to respond to a variety of situations if they arise.

6. Review

The Local Academy Committee reviews this policy every two years. Committee members may, however, review the policy earlier than this, if the government introduces new regulations, or if the Local Academy Committee receives recommendations on how the policy might be improved.

This policy is available on the school website: [Rangeworthy Primary School Policies](#)

Paper copies are available from the School Office