

SEAHAM HIGH SCHOOL



Lockdown Policy

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Review Date	Cycle	Reviewer	Adopted	Committee
June 2026	Annually	Headteacher	June 2026	Full Governors

Lockdown Policy

Purpose

This document is intended to provide lockdown guidance for when an incident occurs that is believed to pose a risk to school premises and/or people within the premises.

Examples of when this procedure could be adopted include: access or attempted access by person(s) with malevolent intent, sudden severe weather conditions, nearby fire or dangerous substance leak, dangerous animals, social unrest outside the school or any other incident that at the time is believed to pose such a threat.

All staff should be familiar with this document and be confident to raise the alarm in the designated manner.

Notification of a threat will be by:

Partial Lockdown threat: (verbal communication, computer screens and radio)

Full lockdown threat: (Emergency Sound system alert- Lockdown buttons

located in Headteacher's office, Facilities Manager's office and Main

office) Misuse of the alerts system could result in disciplinary sanctions

Aim:

To ensure the continued safety of all students, staff and visitors to the school whilst minimising disruption to the learning environment, if an incident occurs within the school, school grounds or local vicinity.

Lockdown Arrangements:

Our lockdown procedure is based on the school's buildings design and layout, class arrangements and resources currently available.

Partial lockdown:

'Partial Lockdown' is a school's response to a threat outside the school grounds where there is no immediate threat to the students or staff inside the school. During a Partial Lockdown the building perimeter should be secured with staff stationed at the doors and all students, staff and visitors accounted for and secure. Where possible normal school activities should continue.

- West Wing Staircase Entrance Y7 Year Manager
- Central Wing Staircase Entrance Y8 Year Manager
- East Wing Staircase Entrance Y9 Year Manager
- PE Entrance East wing Y10 Year Manager
- PE Corridor Entrances Y11 Year Manager
- Extension entrances Head of Pastoral Support
- West Wing Entrance EWO
- Technology entrances Art Technician and DT Technician
- Main entrance Office Manager
- New Dining Hall First Aid and Health Co-ordinator
- If 3G Pitch in use students and staff return to main building

Site staff to ensure all doors are locked including with Maglocks including Sports Hall, Technology and Hall Entrances. Actions to be taken include;

- All external doors being locked by site staff
- External Gate to remain closed and not be opened unless for Emergency Services
- All visitors, staff, students to remain inside the building and no-one permitted to enter or leave the building. All visitors should go to the nearest available lockdown room
- Facilities Manager to monitor CCTV and liaise with HT and Police
- All windows to be closed and blinds closed by the staff in the room
- Students remaining in the same classroom/area until the lockdown is lifted
- PE students or those in the intervention bus outside to be brought inside and seated in the Sports Hall or the nearest safe space
- Police informed by the Headteacher's PA if needed
- Parents informed and updated by Facebook (Communications and Marketing Co-ordinator to publish information) approved by the Headteacher. Parents not allowed to collect students.
- Movement inside the Building to be permitted but restricted/ students allowed to go to toilet
- Any Movement Bell or Fire alarm to be ignored or disabled by Facilities Manager

- Depending on the nature of the incident Facilities Manager to determine whether GTFM need to be consulted e.g., air intake systems
- Headteacher's PA to maintain an Incident Log
- Kitchen staff lock the external door from the inside

Staff will be informed that the Lockdown has been lifted only by a member of SLT or Student Guidance who will come to rooms personally.

If a Partial Lockdown is necessary during break or lunch - all students and staff not in lessons should be encouraged to head for safety to their nearest safe location such as the Dining Hall, Hall or Sports Hall. If appropriate afterwards they should then head to their next lesson at normal time without going outside.

Full lockdown:

'Full lockdown' is a school's response to unauthorised person(s) attempting to enter school buildings with malevolent intent. During a full lockdown the buildings and individual rooms within them are locked or otherwise secured. Movement of students and staff is restricted.

- all external doors being locked by site staff if safe to do so
- External Gate to remain closed and not be opened unless for Emergency Services through liaison
- All visitors, staff, students to remain inside the building and no-one permitted to enter or leave the building. All visitors on-site should go to the nearest available lockdown room
- Facilities Manager or other authorised staff to monitor CCTV from office if possible and liaise with HT and Police
- Students and staff to remain in the same classroom/area until the lockdown is lifted. Teachers to block/ barricade/ lock doors if possible Blinds, windows to be closed, lights switched off, staff and students to move away from the doors and hide beneath desks. Phones to be switched to silent and information not to be shared outside the room. If time permits vision panels on doors to be covered.
- Anyone working in highly visible areas such as Pod's, Student Guidance , LRC should relocate to a safer location
- Admin to relocate to SLT area if safe to do so. If not to relocate to Admin Cupboard
- Visitors/Contractors to accompany relevant staff to safezone
- PE students or those in the intervention bus outside to be brought inside and seated in the Sports Hall or the nearest safe space
- Police informed by the Headteacher's PA
- Parents informed and updated by Facebook (Communications and Marketing Co-ordinator to publish information) approved by the Headteacher. Parents not allowed to collect students and should not attend site.
- Phone calls to be ignored and a dedicated phone number allocated to police- preferably HT phone.
- No movement inside the Building to be permitted / students NOT allowed to go to toilet
- Any Movement Bell or Fire alarm to be ignored
- Headteacher's PA to maintain an Incident Log

- Kitchen staff to drop the shutters to the kitchen and lock the internal and external doors from the inside

If a Full Lockdown is necessary during break or lunch- all students and staff not in lessons should be encouraged to head for safety to their nearest safe location such as the Hall or Sports Hall.

Staff will be informed that the Lockdown has been via the Emergency alert system or members of SLT.

It is very important when using any lockdown procedure that your actions do not cause staff or students to panic

Panic spreads - Stay calm

Lockdown drills:

- Lock down procedures should be practiced at least once a year to ensure everyone knows exactly what to do.
- Lockdown drills should be debriefed in order to build on areas that went well and to identify areas for improvements.

Lockdown Activation Process

PERSON IDENTIFYING THE HAZARD

ACTION

This action card must be used to activate both 'partial' and 'full' lockdown procedures

- | | |
|---|--|
| 1 | Notify the Headteacher or senior member of staff of a concern or instruct office staff to do so. |
| 2 | Make a record of the time, specific location, number and descriptions of persons causing the risk, nature of the risk. |
| 3 | Depending upon whether a full or partial lockdown has been signalled, follow the relevant 'Action Card' below. |

(Partial Lockdown) ACTION CARD

Headteacher (or Senior Staff member)

ACTION

1	Instruct staff to close all external doors and lock all windows.
2	Ensure that Police / Fire /Ambulance (as relevant) are contacted. Instruct a member of staff to ensure that the 999 line is being kept open and continuous updates are being provided to the emergency services.
3	Instruct a member of staff to initiate an incident log as soon as possible.
4	Identify the location of any staff and students that are outside the school buildings but are within the school grounds and take steps have them informed of the alert and return to a secure school building immediately.
5	Ensure that all off-site staff and students are contacted and appraised of the situation. Direct all school parties en-route back to school to go instead to the designated place of safety (Westlea Primary School or Dalton Park if on a Coach)
6	Instruct staff that teaching should continue as normal (conditions permitting) until instructed otherwise.
7	Liaise with emergency services and provide them with a full briefing upon their arrival on site.

REMEMBER YOUR OWN SAFETY AND THE SAFETY OF OTHERS AT ALL TIMES

(Partial lockdown) ACTION CARD

ALL STAFF

ACTION

1	On hearing the partial lockdown signal staff must ensure that all students and staff remain in the classrooms they are in and where possible continue teaching.
2	Ensure that all students in your class are accounted for.
3	Ensure that all external doors are locked and windows are closed.
4	As far as is possible continue the normal school programme unless / until advised otherwise by the Headteacher or senior member of staff.
5	If students are outside when the signal for a partial lockdown is sounded, staff must take students to the nearest school building that can be secured.
6	Circumstances permitting, free movement may be allowed within the building, the Headteacher or senior member of staff will advise accordingly.
7	Do not leave or allow students to leave the secure area until instructed to do so by the Headteacher or a member of the emergency services.
8	Do not leave students unattended

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(Full lockdown) ACTION CARD

Headteacher (or senior member of staff)

ACTION

1	Confirm that Police / Fire /Ambulance (as relevant) have been contacted using 999 from a safe location away from immediate threat. (add details of safe area to make 999 call here)
2	Instruct a member of staff to start an incident log
3	Where it is practicable to do so, ensure that all staff have locked (or otherwise secured) classroom doors where possible and closed all windows and drawn blinds
4	Identify the location of any staff and students that are outside the school building but are within the school grounds and instruct them to go immediately with students to the nearest school building that is securable (Sports Hall) or to leave the grounds immediately if it is safer to do so and go directly to the designated place of safety (Westlea Primary School)
5	Instruct all staff to complete a register check
6	Ensure that all off-site staff and students are contacted and appraised of the situation. Direct all school parties en-route back to school to go instead to the designated place of safety (Westlea Primary or Dalton Park if on a Coach)
7	Liaise with emergency services and provide them with a full briefing upon their arrival on site.

REMEMBER YOUR OWN SAFETY AND THE SAFETY OF OTHERS AT ALL TIMES

(Full lockdown) ACTION CARD

All Staff

ACTION

1	On hearing the full lockdown signal ensure that all students and staff remain in the rooms they are in.
2	Ensure that all students in your class are accounted for.
3	Ensure that all internal doors and windows are locked (or otherwise secured) where possible and blinds are drawn.
4	Where possible move students to an area within the classroom that is not overlooked from outside the classroom.
5	Turn off all classroom lights and consider any further actions that will make the classroom appear unused.
6	Do not leave or allow students to leave the classroom until instructed to do so by the Headteacher or a member of the emergency services.
7	If you are outside when the signal for a full lockdown is sounded, you must take students to the nearest school building that can be accessed safely and follow points 2, 3, 4, and 5 above. (Sports Hall) Or leave the grounds immediately if it is safer to do so.
8	All students and staff that have had to leave the school grounds on safety grounds must go directly to the identified place of safety (Westlea Primary School) Unless instructed otherwise by the emergency services.
9	All off-site staff and students who are en-route back to school when contacted and made aware of the situation, should go instead to the designated place of safety (Westlea Primary or Dalton Park if on a Coach)
10	Use any available means of communication (email, telephone, radio etc) to take instructions from Headteacher or member of the emergency services.

REMEMBER YOUR OWN SAFETY AND THE SAFETY OF OTHERS AT ALL TIMES