

# WEXHAM COURT PRIMARY SCHOOL

## School Lockdown Policy

2025 - 2028



**Date Approved:** Autumn 2025

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**Approved by:** Headteacher

## **WEXHAM COURT PRIMARY SCHOOL**

### **SCHOOL LOCKDOWN POLICY**

**Preparing every child to become a successful individual in an ever evolving world.**

**Build belonging, Strive for excellence and Do the right thing.**

At Wexham Court Primary School we are proud of the diversity of our students and staff and are committed to promoting a positive and inclusive culture in which all are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, beliefs, sex or sexual orientation. We acknowledge that we are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions and that this can negatively impact traditionally marginalised and disenfranchised students. In all areas of our school, we strive to understand and appreciate all aspects of diversity, equality and inclusion and proactively adapt our school policies and procedures accordingly.

#### **AIM**

Wexham Court Primary School have put this policy into place to ensure that staff and students know what to do if there is a hazardous situation on the school premises or outside the school that requires them to be locked within buildings for their own safety. The aim will be to always try to minimise disruption to the learning environment while ensuring as far as reasonably practicable, the safety of all students and staff.

This policy is part of a more comprehensive Emergency Plan and Risk Register.

#### **APPLICATION OF POLICY**

The policy applies to all employees, volunteers, students, parents/carers and other visitors who happen to be on the school site when the incident occurs. In this policy, 'Adults' refers to all adult staff, teachers, support staff, visitors and volunteers who may be on site when the incident occurs.

Staff will remind students of the lockdown procedure at the beginning of each term. There will be at least one lockdown practice during the first term of each school year, which will be organised by the Head Teacher.

#### **PLANNING**

In planning our procedure, the following procedures are in place:

- A risk assessment to ascertain which rooms in the buildings would be best to use for sheltering students during a lockdown. Staff and governors all have a plan of these designated rooms.
- Identification of a small emergency management team (EMT) who will take overall responsibility for co-ordinating the lockdown.

- A communication plan of how and which mobile phones, two-way radios etc. should be used in the case of an incident and a list of numbers to be used.
- A training programme for all new staff, this forms part of their Health and Safety induction when they begin their employment.
- A briefing session with all students at least once a year.
- A practice lockdown at least once a year.
- A review meeting of the EMT after each practice to include into the plan any new lessons learned and a record to be kept by the Site Manager.

## **TYPES OF LOCKDOWN**

### **Localised lockdown involving a parent/guardian on site**

In cases where a known excluded parent or guardian is on site or attempting to gain access to site, and specifically to collect a child to whom access is prohibited, no alarm will sound but the member of staff will be instructed on what to do. The Head Teacher, or most senior member of staff should encourage the offender to leave site or attempt to encourage them to move to an alternative location. The Site Controller should be informed so that they can help if required. Should the parent persist in refusing to leave the site, the police will be called.

### **Partial lockdown**

This is likely to be the result of an incident or civil disturbance in the locality with a potential to pose a threat to staff or pupils. It might be as a result of a warning of a risk of air pollution etc. Here the principle is to get all personnel inside the buildings and to lock external doors and windows. Movement may be permitted within the buildings, depending on circumstances, but this should be supervised by members of the EMT. It also may be possible for some lessons to continue nearly normally. Staff will be informed as to what they need to do.

### **Full lockdown**

This signifies an immediate threat to the staff and students. It might be the escalation of a partial lockdown. All personnel must follow the procedure below. The principle is to:

- Protect students and staff in the safest places.
- Minimise the risk to students and staff.
- Maintain as calm and orderly an atmosphere as possible.

## **ALARM**

Staff will be alerted by an audible alarm which is distinctly recognisable and different from the fire alarm. Staff will be made aware of this alarm through practice.

Students in the barn and modular buildings will not be able to hear the lockdown alarm and will be contacted by the EMT in the event of a lockdown.

## **COMMUNICATIONS**

Pre-agreed methods of communication will be activated between teachers and the EMT. The EMT will be located in the SLT Room, contactable on extension 1006.

A member of the EMT will notify the police or other external authority e.g.: police, fire brigade, medical assistance, LA as instructed. All external communication with the press, parents or governors will be handled by the Head Teacher. **No adults are to use their mobile telephones or post on any social media sites.**

## **LOCKDOWN PROCEDURES**

### **1. Alarm is triggered**

- Remember safety first.
- Reassure pupils and adults.
- Do not use mobile telephones.

### **2. If students/adults are already in a classroom**

- Remain in the classroom with the teacher and any other adults.
- Adults should ensure that the outer external doors and windows are shut and locked and all blinds are pulled down. Lights, machinery, projectors, equipment etc should be turned off.
- The class teacher should take the register and record the names of any other children or adults who are in the room. Staff should not come to collect registers, nor should they be delivered to classrooms.
- Await a call from the EMT, when that call is received report any missing children
- Keep children away from windows.
- Students and adults should remain inside the room they are in, until the all clear has been given.
- Please continue to speak to the children whilst in lockdown, read a book, sing a song.
- If a class is out on a trip during the lockdown a teacher or LSA from the next class should lock their external door.

### **3. Transit students (in the field or communal areas)**

- Students who are not in their classroom when the signal sounds should proceed to the nearest classroom (without leaving the building) which has an adult present and remain there until given further instructions.
- Students who are outside will be brought inside as quickly as possible unless information to the contrary is received, or an alternative arrangement is communicated by the EMT.
- If students are further away, for example in the barn, they should lock the door and move to the side near the projector and await further instruction from the EMT. Students may be asked to move to the kitchen, or toilet area; or they may be asked to exit via the parent car park and make their way to St Mary's Church.
- If students are in the modular building, the adult with them should lock the external door, close all blinds and windows and await further instruction from the EMT. They may be asked to exit using the fire exit in the drama room carefully and go straight into Reception via the Wales classroom door.
- If on the field, proceed to the barn.
- If on the MUGA, await instruction from the EMT (eg this may mean entering the school through Year 3 doors where safe to do so).
- If in the bungalow – an adult to lock the bungalow from inside using the bolt, take a register and call the EMT.
- If in the EAL/SEN rooms – an adult to lock the outside door using the thumb lock, check the disabled toilet and return to the intervention room. They should then take a register and call the EMT.
- If any children are in the hall they should remain in the hall and sit near the canteen doors, unless directed by the EMT to do otherwise.

### **4. Adults in other areas of the school**

- The sports coach should ensure that they have a two-way radio with them at all times, enabling them to seek instruction from the EMT.
- Adults in the staffroom should alert the EMT, it is likely that they will be sent back to class if safe to do so.
- Adults in the main office are to shut the windows, switch off powered main doors and take all available two-way radio handsets with them as they make their way to the EMT and then will be assigned to their posts.
- Adults in the finance office should close the windows, lock the office and make their way to the stem area as their safe zone, then alert the EMT as to their location.

### **5. Toilets/Other**

- Early Years to check the toilets in their area.
- The Head of Year 1 will ask an LSA to check the Year 1 toilets.

- The Head of Year 2 will ask an LSA to check the toilets in the stem area.
- Year 3 toilets are to be checked by both an adult from the finance office and a Year 3 LSA.
- Upper Primary – an adult in each class to check their own.
- A member of the office team to check the external blue doors by the large hall are shut and locked.
- Mrs Sahans to check the IT Suite and staff toilets and report to the EMT.

#### **6. EMT to meet in the SLT room**

- The EMT will be contactable on extension 1006.
- The EMT will call all classes to obtain a Registration Roll. If there are any children or adults missing from your room, please report them at this point and their location if known.
- The EMT will devise and execute a plan.
- Class teachers should await instruction.

#### **7. Further communication**

- The EMT will call with further instructions, these may include (but are not limited to):
  - Remaining in the classroom and continuing lessons.
  - Partial lockdown – with instructions to remain in the classroom, or move to a safe zone.
  - Full lockdown – with instructions to remain in the classroom.
  - Full lockdown - move to a safe zone.
  - Return to normal.
- Depending upon the nature of the incident, plans may vary. Communication is vital from and to the EMT. If there is a change the EMT are unaware of, please report it without delay.

#### **8. Safe Zones**

If you are asked to proceed to your safe zone – these are as follows:

- Nursery – Library
- Reception – Reception’s circulating area
- Lower Primary – stem area
- Upper Primary – wet areas in the classroom, unless you have been told to go to the large hall, which you must do quickly.

Do not take any personal belongings with you. Please read to the children as they will be scared and it is a long time to sit. We will aim to turn off the alarm when safe to do so.

However, even if the alarm is turned off you must remain in the safe zone until an SLT member asks you to move.

### **9. After the event**

- When the alarm stops sounding you **MUST** remain locked down until a member of the emergency team advises it is safe to unlock.
- The EMT will evaluate and share any actions and findings.
- The Head Teacher will inform parents.
- The SLT will visit pupils in order to de-escalate the situation.

### **PARENT INFORMATION**

An outline of school lockdown procedures, especially arrangements for communicating with parents, will be routinely shared at least once a year with parents through the school newsletter and on the website.

- In the event of a lockdown, if necessary, parents will be notified as soon as is practical using the school's website/Microsoft Teams/by text/ by local radio.
- Parents are not to come to the school, as it may put parents and others in danger – crowds at the entrance may get in the way of emergency vehicles and personnel.
- Parents are not to telephone the school switchboard since we will want to keep emergency lines open.
- Students will not be allowed to ring their parents, nor should parents call students' mobile phones.
- If the lockdown is protracted, parents will be told as much information as possible, but will still be discouraged from coming to the school until the all clear is announced.
- A follow-up letter from the chair of governors will be sent home to all parents at the earliest opportunity after the emergency is over to explain the exact reasons for the actions taken.

### **MONITORING AND REVIEW**

This policy will be reviewed in the light of any actions necessary following either a lockdown practice, or actual event.

Miss N Mehat Headteacher

Signed:

Date:

Review date: Autumn 2028