Winterbourne Earls CE Primary School
Lockdown Policy

Date: Jan 2026
Review Date: Jan 2028

1. Lockdown Policy and Procedures

1.1 Pickwick Academy Trust and Winterbourne Earls CE Primary School recognise the need for robust and tested school lockdown systems and procedures. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and visitors within the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all.

1.2 A lockdown is implemented when there is a serious security risk for the premises due to instances such as:

- A major fire/chemical spill near to the school.
- A warning being received regarding a local risk of air pollution.
- A phoned or emailed bomb threat in the vicinity.
- A dangerous dog/animal roaming free in school grounds or close to the school.
- An incident or civil disturbance in the local community which might impact the school.
- An intruder on the site with the potential to pose a risk to pupils, staff and visitors.

2. Staff Roles

2.1 Lockdown Team

- Executive Lockdown Leader (ELL) – Normally the Headteacher, Mrs Carter, will initiate, manage and conclude the Lockdown. She will assess the threat and communicate the nature of the incident to staff where possible. The ELL will contact the police, Pickwick CEO James Passmore and follow the Pickwick Business Continuity Plan.
- Deputy Lockdown Leader (DLL) – Deputy Headteacher, Tom Ackland, or a senior teacher, Helen Rawnson or Kate Woodfine. They will support the DLL or undertake the role of ELL in their absence.
- Lockdown Leaders (LL) – Office staff. If a class is off of the school premises e.g. an external trip, office staff will contact them to warn of a lockdown. Advice will be given as to when it is safe to return to school.

2.2 Other Colleagues

- Teachers and support staff – Should aim to keep a calm atmosphere in the classroom. They should not message unless communication is essential, e.g. a missing child.

2.3 Designated Areas

- Control Area (CTR) – Headteacher's Office – a designated, secure area that can be used to direct and control lockdown.
- Offsite Control Area (OCR) – St Michael & All Angels Church – an area for emergency services to coordinate their activities.
- Offsite Evacuation Area – St Michael & All Angels Church.

3. Notification of a Lockdown & Information Flow

3.1 Ideally, in all cases, the incident is communicated with the Headteacher before the alarm is triggered. This might not be possible, and the school operates on a safety-first principle.

3.2 After the alarm is triggered, the first priority on information flow is for the **lockdown team** to know why the alarm was triggered.

3.3 Staff will be notified that lockdown procedures are to be initiated immediately by a member of the SLT/Administration Team using sharp, intermittent blows on the whistle/bell, or via the telephone (for the mobile classrooms/Treehouse). In the absence of two way radios, further information as to whether there is an **External Threat** (outside of the school) or an **Internal Threat** (e.g. an intruder is inside the school building) will be provided via email, WhatsApp message, or verbally.

4. Procedures

External Threat

- Pupils, staff and visitors that are outside should promptly move to the inside of the building and go to the nearest securable room.
- Lock exterior doors.
- Pupils, staff and visitors in rooms that are not able to be secured, such as hallways and bathrooms, should move to rooms that can be secured (if it safe for them to do so).
- Close all windows, doors and blinds and turn off lights.
- Move everyone away from windows.
- Take a register and make a note of any missing pupils.
- When the threat has been removed the designated member of staff will announce 'all clear'.

Internal Threat

- DO NOT lock exterior doors.
- Pupils, staff and visitors in rooms that are not able to be secured, such as hallways and bathrooms, should move immediately to rooms that can be secured (if it safe for them to do so).
- Pupils, staff and visitors that are outside should NOT return to the main building but go to the designated safe space – St Michael's Church.
- Close all windows, doors and blinds. Lock all classroom doors & turn off lights.
- Move everyone away from windows, keep out of sight and minimise movement and noise. Pupils to remain sat on the floor.

- Take a register and make a note of any missing pupils.
- Mobile phones/two way radios should be switched to silent.
- When the threat has been removed the designated member of staff will announce 'all clear'.

5. Communication with Parents

5.1 If necessary parents will be notified as soon as it is practical to do so via Parent Mail.
5.2 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 unstaffed, external doors locked and nobody allowed in or out…'
5.3 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 or their child at risk.
5.4 Pupils will not be released during a lockdown.
5.5 Parents will be asked not to call school as this may tie up emergency lines.
5.6 If the end of the day is extended due to a lockdown, parents will be notified and will receive information from the office or the emergency services about the time and place pupils can be picked up from.
5.7 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.

6. Lockdown Drills

6.1 Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.