

TIBSHELF COMMUNITY SCHOOL SECURITY LOCKDOWN

Ratified: September 2025
(Tibshelf Policy)



Introduction

A lockdown procedure can help school leaders to secure the safety of staff and pupils at their school during a crisis.

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. The lockdown procedure checklist can be used as guidance on what to do in the case of an emergency.

The lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose
- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

Staff Responsibilities

Staff Member	Responsibilities
Headteacher	The headteacher will ensure that all staff members understand when and how the lockdown procedure will be implemented. The headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
Deputy Headteacher	Communicate with parents/carers. Take charge in the absence of the Headteacher.
Staff	Bring pupils to classroom or other place of safety. Take register and stay with pupils. Staff are responsible for the pupils within their room.
Site Manager	Make sure all access points are secured.
Admin Team	As soon as they have raised the alarm, the team will ensure that the relevant emergency services are informed and kept up to date with the situation.

Staff Member	Responsibilities
Staff with External Visitors	Escort visitors to a safe place. Visitors should be asked to stay not leave.

Security Lockdown

Alarm or signal for lockdown	Signal for all clear
The signal given for staff members to implement the lockdown procedure is the sounding of a siren and all pc/laptop screens will be centrally diverted to a lockdown screen.	- The admin team will act on the agreed password from SLT. - All personnel will remain inside until the '<u>all clear</u>' signal is given, via email and via the tannoy system where a voice which will state "end of lockdown procedures." Staff must not respond to anybody else until the 'all clear' signal has been received, e.g., if someone outside states it has ended, staff must not respond and must remain in lockdown. - Following the 'all clear' staff should check their class registers and report any missing students to Attendance.

Security Lockdown Plan

Our safe assembly points	Personnel should assemble at the nearest suitable room, including sports hall, meeting rooms or offices. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
Secure entrance and exit points	When all personnel and pupils are inside, doors and windows will be securely locked where possible, including external doors and internal doors. Where this is not possible staff should secure the entrance/exit by any means possible.

Bring pupils inside	In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest secure room. Pupils who are outside the school, or not in classrooms, will be led to the agreed safe space, unless this will endanger them and others.
Steps to increase protection	The following actions should be carried out by staff members in order to increase protection: • Locking doors, blocking off access points by moving furniture to obstruct doorways, drag a desk in front of the door. • Instruct all pupils to either sit on the floor, under a table or against a wall, staff should also do the same. Ensure all people are kept out of sight and away from windows or doors. • Close windows and draw blinds. • Turn off all lights and electronical monitors (other than staff laptop) expressing light including mobile phones, specifically instruct pupils not to use mobile phones. • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)
Internal communication during a lockdown	An email from SLT will be used to make staff members aware of the incident that has occurred and any precautions in addition to the lockdown procedures that should be taken. Lines of communication between staff members will be kept open through the use of emails and where appropriate telephone conversations; however, unnecessary calls will not be made as this could delay important communication.
Communication with parents/carers during a lockdown	Parents will be notified as soon as it is practicable to do so via text messaging and/or email service. Parents will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school. Pupils will not be released to parents during a lockdown.
Arrangements for pupils or staff with additional needs	The SEND Team are responsible for supporting students in accordance with their specific needs.

Lockdown duration	Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
Evacuation plan, if needed <i>It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</i>	If it is necessary to evacuate the site, the Critical Incident Plan will come into force. The Fire alarm will sound to ensure prompt exit.
Security lockdown drills	Drills will be undertaken three times per year. Students will be addressed in assembly.

Lockdown Check List for Staff

Recording the time during drills could be especially useful to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
The screen alert can be disabled by pressing your space bar, monitor your laptop/PC for communication from SLT		
- Direct all children, staff, parents/carers, and visitors to the nearest safe place. - Direct all parents/carers and visitors to the designated safe place; <u>Student Services</u> (this may be dependent on what and where the risk is) Direct everyone to hide, including under desks and away from windows. STAY SILENT - If Lockdown occurs during break or lunch ALL personnel will assemble at their nearest appropriate room, including sports halls, meeting rooms or offices. - Any personnel in the toilets when the lockdown is activated, will go to their nearest appropriate room as outlined above.		
Close blinds and curtains		
Turn off the lights, fans, and/or mobile air conditioning units		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		



Step	Time	Signed
Account for pupils, staff and visitors using registers		
Keep doors and windows locked shut and remain inside until the 'all clear' has been given, or until you're told to evacuate		
Once lockdown has ended – re-register pupils and account for staff / visitors		
Send any extra pupils or staff back to their original room		

