



Cupernham
Junior School

LOCKDOWN POLICY AND PROCEDURES

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This policy was updated in November 2025 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

GENERAL

Cupernham Junior School is a low risk area. Cupernham Junior School is not close to a chemical factory and the crime rate is low.

DEFINITION

The lock down procedure is intended when there is a perceived risk outside the school building which requires the children to be kept inside. Lock down occurs when circumstances dictate that the safety of children and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn where possible. Children would be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

RATIONALE

All schools should consider the need for robust and tested school lockdown procedures.

Full Lockdown and **Partial Lockdown** 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, children, parents or visitors. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of children around the school environment.

FULL LOCKDOWN PROCEDURES

CUPERNHAM LOCK DOWN ALARM SYSTEM

The fire alarm will be sounded in **1 short burst** – this will differentiate from the fire alarm which is a constant bell which remains sounding until full evacuation has been achieved. Net Support message '**Lockdown**' with additional sound. The word 'Lockdown' will also be spoken on walkie-talkies.

Upon hearing the alert for a lockdown, the procedures for a full lockdown will be implemented. As soon as possible, staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required or whether normal service will resume shortly.

ACTIONS FOR ALL STAFF

- Close all windows, blinds and doors
- Lock all internal and external doors if safe to do so (aside from fire doors which must remain unlocked)
- Out of sight, away from windows and doors, take cover and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time. No adult or child to leave the area for any reason whilst in lock down.
- Staff in the staff room to go their classes if safe; if not go to ICT suite. Kitchen staff and any additional adults e.g. music teachers, to go to ICT suite.

STAFF WILL ENSURE THAT

- Children remain in their classrooms.
- Ensure all children return to the classroom. If the class are outside (e.g. on a games lesson / swimming etc.) they should return to the classroom or nearest suitable space (e.g. the hall) as soon as possible without running, if safe to do so.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students. Entrance points should be secured e.g. doors and windows

ACTIONS FOR TEACHERS

- Registers must be taken using Arbor.
- Once this is complete, a single word message with your class name should be sent on 'Net Support' to all recipients, in both the title and message section. If there is an additional adult that is not normally attached to class that has returned with a

child their name should be added e.g. Chipmunks and Mrs Pearce. This will ensure that office staff receive all the messages and can be clear when the lockdown procedure is complete.

ACTIONS FOR SITE TEAM, HEADTEACHER AND DEPUTY HEADTEACHER

- Check all external doors are shut and locked throughout the school
- Once the building is secure, these members of staff are to position themselves in either the Headteacher's or SLT's office

ACTIONS FOR ADMIN TEAM

- As appropriate, either in response to an emergency situation or as instructed to by a member of the senior leadership team, the admin team will initiate the full lockdown procedure.
- The front doors will be locked
- When the lockdown alarm is sounded, a member of the office team will contact police. If lockdown has been requested by the Environment Agency, the police will still be contacted.
- The office shutter will be closed and the internal door locked.
- All other actions for all staff will then come into effect.

In the event of an incident that requires the school to be put into lockdown prior to the commencement of the school day or after the school day is ended, advice from police will be followed as to how best notify the school community.

COMMUNICATION

- ❖ Parents to be notified that the school is in full lockdown (text messages to be sent out via Arbor).
- ❖ Emergency services to be notified as appropriate via phone.
- ❖ School telephones to be kept free to send messages.
- ❖ Notification will be used predominately as the line of communication
- ❖ Private mobile phones to be switched on ready to receive or send text messages and instructions.
- ❖ Email via classroom laptops or computers.

If someone is taken hostage then the school should seek to evacuate the rest of the site.

PARTIAL LOCKDOWN PROCEDURES

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. This would be where students needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

The site will remain secured and no visitors allowed in or out of the school premises whilst the lock down remains in force. However, the school will continue to operate normally throughout the duration of the partial lockdown.

CUPERNHAM LOCK DOWN ALARM SYSTEM

The fire alarm will be sounded in **1 short burst** – this will differentiate from the fire alarm which is a constant bell which remains sounding until full evacuation has been achieved. Net Support message **‘Lockdown’** with additional sound. The word ‘Lockdown’ will also be spoken on walkie-talkies.

Upon hearing the alert for a lockdown, the procedures for a full lockdown will be implemented. As soon as possible, staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required or whether normal service will resume shortly.

ACTIONS FOR ALL STAFF

- Return and remain inside the school building
- Close all external windows and doors
- Continue to provide normal service
- Await further instructions

STAFF WILL ENSURE THAT

- Children return and remain inside the school building.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students. Entrance points should be secured e.g. doors and windows

ACTIONS FOR TEACHERS

- Registers must be taken using Arbor.

- Once this is complete, a single word message with your class name should be sent on ‘Net Support’ to all recipients, in both the title and message section. If there is an additional adult that is not normally attached to class that has returned with a child their name should be added e.g. Chipmunks and Mrs Pearce. This will ensure that office staff receive all the messages and can be clear when the lockdown procedure is complete.

ACTIONS FOR SITE TEAM, HEADTEACHER AND DEPUTY HEADTEACHER

- Check all external doors and windows are shut throughout the school

ACTIONS FOR ADMIN TEAM

- As appropriate, either in response to an emergency situation or as instructed to by a member of the senior leadership team, the admin team will initiate the partial lockdown procedure.
- The front doors will be locked
- When the lockdown alarm is sounded, a member of the office team will contact police. If lockdown has been requested by the Environment Agency, the police will still be contacted.
- All other actions for all staff will then come into effect.

In the event of an incident that requires the school to be put into lockdown prior to the commencement of the school day or after the school day is ended, advice from police will be followed as to how best notify the school community.

COMMUNICATION

- ❖ Parents to be notified that the school is in partial lockdown (text messages to be sent out via Arbor).
- ❖ Emergency services to be notified as appropriate via phone.
- ❖ School telephones to be kept free to send messages.

ALL CLEAR MESSAGE

Once it is safe for either the full or partial lockdown to end, a message of ‘All Clear’ will be sent via the Net Support message system and on walkie-talkies.

At this time, staff should then seek to support any children distressed by events as appropriate and then continue to provide normal service.

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

The School's lockdown procedures will be published on the school website and routine practices communicated with parents by newsletter or via the school website with information regarding the effectiveness of the procedure.

It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown; the Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

LOCK DOWN DRILLS

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, 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.

POINTS TO NOTE WITH POSSIBLE MEDIA INTERVIEWS

In the event of a real full or partial lockdown, no member of staff should be interviewed unless authorised by Headteacher or Deputy Headteacher in absence of the Headteacher. Advice will be sought from Hampshire County Council with regards to media messages as appropriate.