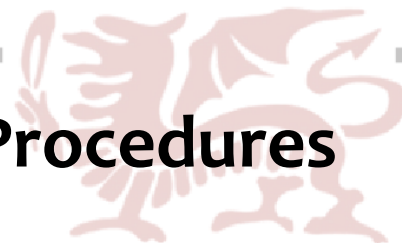




CS31 – Lockdown Procedures



Last Review Date	January 2026	Next Review Date	November 2026
Leader of Policy Review	Headteacher, Deputy Headteacher		
Associated Policies			

The alarm for lock down is the usual change of lesson bell that sounds continually for over 3 minutes. Lockdown will end when notification is received via email.

There are 3 stages of lockdown procedures:

Stage 1 – incident requires corridors to be clear and all students to stay in classrooms (yellow)

Stage 2 – incident poses potential risk to students and/or staff (amber)

Stage 3 – incident poses serious risk to staff and/or students (red)

When the alarm sounds, lockdown will be implemented at stage 2 until further communication is received via email/verbal communication.

On hearing the alarm, the following procedures apply:

During Lesson Time

- Keep students calm and silent in the classroom and await further instructions (via email). Students should move away from windows and where possible out of sightlines. (Stage 1 – students can continue to work silently in their usual seating plan. Stage 3 – students and staff should hide from view and take all possible actions to block access routes)
- Ensure all windows are closed and doors are locked
- Move PE students to the changing rooms and doors locked or lock in venue. (sport centre staff to lock external doors). If students are in outdoor PE lessons, PE staff will communicate with office/leadership for dynamic planning.
- Staff not teaching or supervising classes move to nearest lockable room
- Ensure registers are accurate and saved on SIMS/Edulink.
- Instruct all students to turn off mobile phones to avoid attracting attention
- All staff to turn mobile phones to silent mode to allow communication in an emergency
- Do not allow anyone to leave the room
- Student teachers /teaching assistants/ cover supervisors/ supply teachers/ visitors – remain in the classroom with their classes or move to the nearest lockable room
- Sixth formers who have a free lesson move to the nearest lockable room (this may include the common room/library if staff are available to lock the doors)
- Admin Daniel Owen to lock all doors
- Admin front of school and site workers to lock all doors
- Canteen staff to remain in the canteen building and lock all doors

- Await further instructions from the leadership team
- Students out of class e.g. on a toilet break are to make their way to the nearest classroom. Staff to email front office to advise which extra students they have

Before 8.50am

On hearing the alarm all staff and students are to move quickly and quietly to tutor registration rooms, unless **directed otherwise**.

- Associate teachers /teaching assistants/ cover supervisors/ supply teachers/ non-registration teachers/admin Daniel Owen, move to the nearest lockable room
- Admin front of school, caretakers/facilities manager to lock all external doors/gates
- Pastoral staff to relevant House offices if safe to do so and lock doors, or move to nearest lockable room
- Canteen staff to remain in the canteen building and lock all doors

During break/lunch/lesson change

On hearing the alarm all staff and students are to move quickly and quietly to room for next lesson, unless **directed otherwise**.

3.00pm till 4.30pm

- Students and staff involved with sporting activities will move to the changing rooms-door locked
- Students and staff involved in other extra-curricular activities will move to the nearest lockable room
- Staff remaining after school and facilities team to move to the nearest lockable room

After school events

All visitors will move to the nearest lockable room as directed by staff. The doors will be locked by staff leading the event

Plan for lock down – Leadership/ caretakers to meet within front office and emergency services called.

- Caretakers/Leadership will monitor CCTV and if necessary and safe to do so, will lock all external gates and doors
- **Staff will be notified that lockdown is over by email and/or by area coordinators**

PROCEDURES FOR HANDLING BOMB THREATS

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing disruption and alarm. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. The school will take police advice on whether to evacuate the school or initiate lockdown procedures.