Grange Academy

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Article 19: *You have the right to be protected from being hurt and mistreated, in body or mind.*

Lockdown Policy Procedures

Policy Status: Statutory

Review Cycle: 1 Year

Owner: Rachel Timms - Headteacher **Date:** September 2026

Approved by: SLT **Date:** September 2026

Review Date: September 2027

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Policy author/s	Mrs Rachel Timms
Policy developed in consultation with:	Headteacher Senior Leadership Team Office Staff
Staff with overall responsibility for development, implementation and review	Headteacher Chair of LGB DSL
Target audience	All Site Users
Associated policies/documents	• Health and Safety • Lockdown Policy • Safeguarding and Child Protection Policy
Date approved by SLT	September 20225
Chair of LGB	
Headteacher	Rachel Timms

Introduction

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school Child Protection and Safeguarding policy and the School Business Continuity plan.

Lockdown procedures

Circumstances Triggering a Lockdown

Lockdown procedures are seen as a swift, sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of pupils and adults at Grange Academy.

Lockdown procedures may be activated in response to any number of rare situations, these might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to our pupils and adults)
- An intruder on the school site
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- The close proximity of a dangerous animal

Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Alerting the School Community

The school community will initially be alerted via the school telephone system, whereby a member of the school office staff will issue a code phrase '**secure site'**, to instruct a lockdown. This will then be followed by a unique, '**pulsing tone**' alarm, lasting **30 seconds** to alert the school community to a possible intruder, attack or significant incident which requires this response. The alarm will be activated by the bell, which is located in the school office, by the DDSL or Headteacher, or in their absence by a member of the school office.

- Any member of staff who believes that they have seen an intruder should inform the school office immediately, providing information about the situation.
- If possible, the Headteacher should also immediately be informed or in their absence the Deputy Headteacher.
- The Headteacher makes the final decision to impose lockdown. In their absence the Deputy Headteacher will make the final decision. The Headteacher/Deputy Headteacher will then consult with the Emergency Services if appropriate.
- If the decision is taken to impose a lockdown, a member of office staff will send out an initial phone call signal, issuing the code phrase '**secure site**'. This will be followed by the 'pulsing tone' alarm for 30 seconds.
- The office staff will radio once to tell staff working outside where the risk is located so they can judge whether to enter the building or seek safety outside.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. If a member of staff believes danger is imminent, they should alert the office staff to sound the pulsing tone immediately.
- Where possible, any staff or pupils taking part on school trips or meetings out of school will be contacted by the Deputy Headteacher immediately by mobile phone.

- If the lockdown is linked to a pupil not an external person, a tannoy will inform staff when possible. This is to reduce pupil and staff anxiety. The announcement will be **'A pupil is having support**.' ALL LOCKDOWNS must be taken seriously and steps followed as per the policy.

Response to Lockdown Alert

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms.
- Pupils participating in activities outside the school buildings should be brought in immediately and go to the nearest classroom, **but only if it is safe to do so.** Staff working with the pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high-risk incident. Do not seek shelter in sheds or flimsy buildings unless there is no other option.
- Pupils who are out of class at the time of the alarm should enter the **nearest possible** classroom, or if they are in the toilets escorted by the accompanying LSA to the nearest classroom.
- Pupils working in communal areas such as the school hall, should enter the nearest classroom. Pupils or staff working in meeting or intervention rooms, should remain where they are.
- Oak and Birch will shelter in 'The Nest' as there are fewer windows.
- **Radios should not be used to communicate, please switch these off as they could alert intruders to your whereabouts.**

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A and enter the nearest building if it is possible to do so. If not, as a last resort seek alternative exits to the school site.

Once the pupils are inside the buildings:

- Pupils who are being taught in communal areas such as the school hall, must enter the nearest possible classroom in a controlled and calm manner with their member of staff.
- Classroom doors locked, where a member of staff with a key is present.
- Windows locked and blinds drawn, where possible.
- Pupils and staff to sit quietly out of sight such as under desks or around a corner.
- Staff should always encourage pupils to keep calm and quiet and use carefully selected strategies to manage pupil anxiety.
- Staff and pupils with a mobile phone on them, should turn them onto silent and turn off vibrate.
- Anyone who is out of a classroom when the alarm goes should enter the nearest possible classroom or follow the run, hide and tell procedure.
- Staff should then await further instructions.
- Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and pupils remain in lockdown until it has been lifted by the Headteacher or in their absence the Deputy Headteacher, or the Emergency Services.
- The all-clear signal will be the same pulsing sound with a call signal saying, **'site secure'** and will sound for 30 seconds and then stop.

During lockdown:

- **The Headteacher and Site Agent** will ensure all external windows in communal areas in the old building are shut.
- Staff will ensure doors and windows in their own areas are closed.

- Staff will close blinds, shut and lock all external doors, shut internal doors and windows in shared areas such as small kitchens.
- Staff and pupils will ensure that they are out of site of the door as far as possible
- Lights will be turned off and children encouraged to be quiet
- Staff will maintain calmness and ensure their class understand what we are doing
- Regular practises will reinforce this.

If it is necessary to evacuate the building, the fire alarm will be sounded, and this procedure must be followed. This will only happen if a fire is detected and the risk of this outweighs the lockdown. At this point a tannoy will give instructions 'Usual evacuation location' or 'Plan B' (which will mean the front car park of the clinic).

Training

- Staff will be informed about lockdown policy and will receive annual training.
- Staff will be trained on the run, hide and tell practice (Appendix A).
- Pupils will be informed about lockdown procedures and will experience an annual practice drill.
- Information will be shared with parents in a newsletter that we have a lockdown policy.
- A number of tabletop exercises with the senior leadership team will be conducted, to test the procedures against a variety of scenarios.

Responsibility to Review Document

- The policy is reviewed once a year by the lead member of staff and agreed by the Local Authority Board. The policy will be shared with all staff and parents.

APPENDIX A

Stay Safe
Firearms and Weapons Attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website:

https://www.gov.uk/government/publications/recognising-the-terrorist-threat

Run
Escape if you can.
Consider the safest options.
Is there a safe route? RUN if not HIDE.
Can you get there without exposing yourself to greater danger?
Insist others leave with you.
Leave belongings behind.

Hide
If you can't RUN, HIDE.
Find cover from gunfire.
If you can see the attacker, they may be able to see you.
Cover from view does not mean you are safe – bullets go through glass, brick, wood and metal.
Find cover from gunfire eg substantial brickwork/heavy reinforced walls.
Be aware of your exits.
Try not to get trapped.
Be quiet, silence your phone and turn off vibrate
Lock/barricade yourself in.
Move away from the door.

Tell
Call 999 – What do the police need to know?
Location – Where are the suspects?
Direction – Where did you last see the suspects?
Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
Stop other people entering the building if it is safe to do so.

Armed Police Response
Follow officers' instructions.
Remain calm.
Can you move to a safer area?
Avoid sudden movements that may be considered a threat.
Keep your hands in view.

Officers may
Point guns at you
Treat you firmly.
Question you.
Be unable to distinguish you from the attacker.
Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet:
http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe FilmL
https://www.gov.uk/government/publications/stay-safe-film

APPENDIX 2
Lockdown Procedures

ALL ALARMS MUST BE TREATED AS GENUINE – NEVER ASSUME A DRILL OR FALSE ALARM

Alerting school community:

- Phone call made by member of Office Staff issuing code 'secure site'
- Alarm bell activated - Slow pulsing alarm tone lasting two minutes

1

- Ensure all windows and doors are securely locked, including external doors where possible.
- Turn off the lights and close blinds where possible.
- Office Staff should securely lock their door and hide under their desks.

2

- Instruct pupils/visitors to get under the tables and to stay away from any windows/doors.
- Staff should also get under a desk and out of sight.

3

- Pupils who are out of class at the time, should enter the nearest possible classroom.
- Pupils in the toilets should remain inside with the member of staff or move to the nearest classroom.
- Pupils working in the hall or primary area, should enter the nearest possible classroom.
- Pupils or staff working in an intervention or meeting room should remain inside, lock the door if possible and hide out of view.

4

- Staff undertaking external activities on the school site are advised to move the pupils to the nearest classroom if safe to do so. Staff will use their professional judgement, it may be safer to stay out of the school building and seek alerntative exits to the school site.

5

- Remain in your secured area until the all-clear signal has been given. This is the same pulsing sound for 30 seconds.
- Inform and update parents by letter.