

# Bedford High School

A Specialist Business and Enterprise College

Work Hard, Be Respectful, Take Responsibility



## Lockdown Policy

<b>School Address</b>	Manchester Road Leigh WN7 2LU
<b>School Contact Number</b>	01942 909009

Document control

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Author/reviewer:	Paula Deakin
Electronic copies of this plan are available from:	FROG VLN
Hard copies of this plan are available from:	School Business Manager

Changes History

Date	Description	Changes
March 24		No Changes
Oct 24	Annual Review (Compliance Education)	Minor changes
March 25	Updated SLT responsibilities Updated instructions for students on corridors	
Oct 25	Remove reference to partial lockdown  Update incident room details Reference to staff mobile phones Insert details of the signal to end lockdown Changed to Attendance Updated fire drill instructions Checklist added	Throughout the document Page 3 Page 4 Page 5 Page 5 Page 5 Page 7

## **Rationale**

As part of our Health and Safety procedures the school has introduced Lockdown Procedures.

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 and students in the school.

Procedures should aim to minimize any disruption to the learning environment whilst ensuring the safety of all students and staff.

On very rare occasions it may be necessary to seal off the school, so it is not accessible from the outside. This will ensure that students, staff, and visitors are safe in extreme situations where there is a hazard in the school grounds or outside the school, or in the near vicinity / local community.

A lockdown would be implemented when there are potential serious risks to the school community, for example:

- An intruder on the school site (with the potential to pose a serious risk to staff and students).
- A reported incident/civil disturbance in the local community (with the potential to pose A significant risk to the safety of staff and students in the school).
- A warning being received regarding an environmental risk locally (serious pollution, smoke plume, gas cloud etc.).
- A major fire in the immediate vicinity of the school.
- The proximity of a dangerous dog/other animal roaming loose.

## **Notification of Lockdown**

The most senior member of SLT will determine if a lockdown procedure is to be initiated.

If appropriate, they will advise if the Emergency Services, Chair of Governors and appropriate Local Authority and media persons are to be contacted.

An incident room will be set up in the IT support room and attended by 2 members SLT members who are based in L Block at that time.

Staff will be notified that lockdown procedures are to take place immediately by use of the school's bell system to omit 5 long blasts that can be heard throughout the school.

"In the interest of health and safety the school is entering a lockdown".

There will then follow further detail, as far as is practicable and safe to do so, around what the threat posed includes.

All staff should have their mobile phones switched on but in silent mode.

## Lockdown

A lockdown signifies an immediate threat to the school.

Utilise the **C.L.O.S.E** acronym:

**C - Close all windows and doors**

**L - Lock up**

**O - Out of sight and minimise movement**

**S - Stay silent and avoid drawing attention**

**E - Endure. Be aware you may be in lock down for some time**

## Immediate Action

- The decision to activate a Lockdown will be confirmed by any member of staff using the two-way radios. Staff will contact the attendance office or HR and finance office who will then activate the alarm.
- The IT support office will be the control centre, 2 members of SLT in L-Block to go there immediately to plan the next steps. All SLT communication will be via the WhatsApp group and they will communicate "Immediate radio silence" to all radio holders.
- The lockdown notification will be given via the 5 long blasts that can be heard throughout the school. If the notification is received during lesson time, all classrooms' doors are to be wedged shut, lights are to be turned off, blinds drawn and children to sit on the floor, where possible barricading themselves underneath tables.
- Any students on the corridor for any reason are to go to the nearest toilet cubicles immediately. Upon activation of the notification if there are students outside of the building, if the school is the nearest building, they should enter the building immediately and go to the nearest classroom or secure space.
- In the instance this is the 'late gate' then they can enter via the intercom system, this can be done as safe and quiet as possible through the attendance office, and instructed to go to the nearest classroom and remain silent.
- External Activities / Lessons – Staff will be alerted to the 'full lockdown' 5 long blasts that can be heard throughout the school. Staff and Students will stay in place until further communication from the Senior Leadership Team.
- At the given signal the students remain in the room they are in, and the staff will ensure the windows and doors are locked/wedged shut and screened where possible and students are positioned away from possible sightlines from external / internal windows/doors. Lights, Smart Boards, and computer monitors to be turned off. Staff mobile phones are to be put on silent mode. Staff should keep one computer on available for email communication, but the screen should not be visible from outside of the classroom.
- Students or staff not in class for any reason will proceed to the nearest classroom and remain with that class and class teacher e.g., students using toilets when lockdown procedure is engaged. If the classroom is vacant, lock the door, get into a safe place

and stay silent.

- Staff to support students in keeping calm and quiet AND **NO ONE SHOULD MOVE ABOUT THE SCHOOL BUILDING.**
- Staff to remain in lock down positions until informed by senior staff via the Senior Leadership Team or verified emergency service staff that there is an **ALL CLEAR.**
- Other staff should move quickly to the nearest room and follow the same procedures to secure their venue.
- Kitchen staff should ensure all gas and electricity is turned off using the emergency cut off devices. They should lock down and remain inside until a clear signal is given.
- In the event of a full lockdown if it is known that there is an intruder in the building all staff should take action to increase protection from attack. They should block access points e.g., move furniture to obstruct doorways, sit on the floor under tables or against a wall and minimise any visibility/accessibility to the classroom or secure location.
- Staff and students must not communicate with any persons outside of the situation as this may cause unnecessary anxiety.
- The bell will sound for 10 seconds to signal the lockdown has come to an end.
- As soon as possible after the lockdown teachers return to their classrooms and conduct a register which will notify Attendance of any students not accounted for. **A FULL REGISTER OF ALL STAFF AND STUDENTS SHOULD BE COLLATED BY THE INCIDENT MANAGER.**
- Whilst in full lockdown staff must not evacuate the building unless directly instructed to do so. **IF THE FIRE ALARM SOUNDS DURING THE LOCKDOWN NOBODY SHOULD EVACUATE UNLESS CONFIRMED BY EMAIL / RADIO FROM SLT.**
- Students will not be released to parents during a lockdown.
- If someone is taken hostage, the school should look to evacuate the rest of the site providing it is safe to do so.

## Communication with Parents / Carers / Visitors

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents/carers either via letters, text, and the school website.

Parents will be notified in the event of an actual lockdown. Any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.

- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.
- Parents will be told the school is in a lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out of the building'
- Parents will be told, '**... the school is in a lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...**'

## Emergency Services

It is important to keep lines of communication open with 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. Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.

## When Phoning Emergency Services Report the Following

- Your specific location
- The number of people at your specific location
- If there are injuries, the number, and types of injuries
- If you have seen an assailant or identified a threat:
  - ✓ location and number of suspects
  - ✓ direction of travel
  - ✓ their clothing and description
  - ✓ their identity if known
  - ✓ any weapons or accessories (e.g., backpack)
  - ✓ any unusual or threatening sounds (e.g., gunfire or explosion)

## Lockdown Drills

Lock down 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. Students should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

## Checklist of actions – Lockdown incident

<b>Lockdown Actions</b>	<b>By Who</b>	<b>Completed</b>
Decision to activate lockdown procedure is taken	Member of SLT	
Lockdown notification of 5 long blasts	HR/finance office and Attendance	
Control centre – 2 members of SLT in L block to go to the IT support room. SLT communicate via WhatsApp	SLT	
All areas secured, ensuring pupil and staff safety: - <ul style="list-style-type: none"> <li>• Close all doors and windows and switch lights off</li> <li>• Lock up, obstruct doors</li> <li>• Out of site and minimise movement in the classrooms</li> <li>• Stay silent</li> <li>• Endure – wait for lockdown end signal – 10 seconds sound of the bell</li> </ul>	everyone	
Communicate with all staff via email	SLT	
Communicate with parents that we are in lockdown: - <ul style="list-style-type: none"> <li>• Phone lines may not be manned</li> <li>• Do not come to school</li> <li>• Wait further instructions from school</li> </ul>	SLT	
Keep lines of communication open with the emergency services	SLT	
<b>After lockdown Actions</b>	<b>By Who</b>	<b>Completed</b>
Once the all clear is given, return to classroom and take registers, notify Attendance of any missing pupils	Teachers	
Communicate with parents	SLT	