



# Lockdown Procedures

<b>Version number</b>	<b>Date of change</b>	<b>Overview of change</b>	<b>Date approved by governing board</b>
1	Spring 2026	New policy	



## Staff Responsibilities

STAFF MEMBER	RESPONSIBILITIES
<b>Headteacher:</b> (Jon Hewitt)	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
<b>Head of School:</b> James Whybra - Love Lane Caroline Whitlock - Castle @ Theale <b>Assistant Headteacher</b> Katie Morley - Post-16	Depending upon which site the HT or Heads of School are located at they will coordinate this responsibility at other sites and allocate to a member of the SLT. Escort visitors to an agreed safe place. Communicate with parents/carers.
Teachers and TA's	Bring students to classroom or other place of safety and lock door (where possible). Take registers and highlight to SLT / Admin any missing students. Stay with students and ensure all mobile phones are on silent or off, windows are closed & draw blinds.
Headteacher / Admin	Send message home to parents via text message system. Contact any staff members off site and advise them not to return to the site under attack.
Business manager (Atul Attra)/ Site Team (Pete Butler) - Love Lane and Post-16  Site Team (Paul Earl and Kyle Stewart) - Castle @ Theale	SBM & Site Team to make sure all access points are locked and secured. Use the CCTV system across sites to manage movement effectively and to alert HT and SLT to the movement of danger.



## Security Lockdown Signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p><b>Love Lane</b> Alarm (Intermittent)</p> <p><b>Post-16</b> SLT on-site - word of mouth</p> <p><b>Theale</b> SLT on-site - word of mouth</p>	<p>Message all staff via email/text system</p> <p>Phone classes</p>

## Security Lockdown Plan

<p><b>Our safe assembly points</b></p>	<p>Students and staff return to their own or closest classroom in the event of a lockdown.</p> <p>Visitors to stay with the person who they have been visiting or in the staff rooms at all sites.</p>
<p><b>Secure entrance and exit points</b></p>	<p>All entrance areas to the school to be locked using the access control systems lockdown procedure. Any doors not on access control to be locked by a member of staff.</p>
<p><b>Bring pupils inside</b></p>	<p>During breaktime, lunchtime or during PE, staff on duty will usher the students into the school on hearing the lockdown alarm and lock all doors after them.</p>



<p><b>Steps to increase protection</b></p>	<ul style="list-style-type: none"> <li>● Lock and screen doors.</li> <li>● Close blinds</li> <li>● Position young people away from sightlines from external doors and windows – for example, under a desk.</li> <li>● Turn off lights and monitors.</li> <li>● Make sure mobile phones and electronic devices are silent or turned off.</li> <li>● Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)</li> <li>● Cover windows and air vents (if the risk is pollution or a gas cloud)</li> </ul>
<p><b>Internal communication during a lockdown</b></p>	<p>WhatsApp messaging to be used to alert staff, notifications to be switched to silent or vibrate.</p> <p>Phones to be switched to silent, calls can still be made, however sound should be kept to a minimum.</p>
<p><b>Communication with parents/carers during a lockdown</b></p>	<p>SLT or Admin at the unaffected site will alert parents of the impacted students via the text messages service or email.</p> <p>Parents &amp; Carers to be notified not to call the school, as this will tie up the phone lines that would be used to contact emergency services. Parents will also be told not to come to the school under any circumstances unless the school has asked them to collect their child.</p>
<p><b>Arrangements for pupils or staff with additional needs</b></p>	<p>Staff to support pupils with additional needs in their own classrooms. On evacuation a member of the emergency services will assist in helping pupils with additional needs to leave the premises.</p>



<p><b>Lockdown duration</b></p>	<p>The school will remain in a state of lockdown until the person responsible at the time or the emergency services confirms that the lockdown is over.</p>
<p><b>Evacuation plan, if needed</b></p> <p>Remember that it is very much <b>the exception</b> 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.</p>	<p>The evacuation will be communicated by phone or text message to specific staff in specific areas where evacuation is safe to do so using the CCTV system.</p> <p>Classes will follow usual fire evacuation plan</p>
<p><b>Security lockdown drills</b></p>	<p>Lockdown drills to be carried out periodically during the school year. These will be low key and designed to create the least upset for students.</p>

### Lockdown Drill Checklist

Step	Time	Signed
Begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all young people, staff, parents/carers, and visitors to the safest place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		



Step	Time	Signed
Close blinds and curtains		
Turn off the lights, fans, and/or mobile air conditioning units		
Direct all children, staff, parents/carers, and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff, or visitors		
Keep doors and windows locked shut and remain inside until all clear has been given, or until you are told to evacuate by the emergency services		

**Last reviewed:** Spring 2026

**Next review date:** Spring 2029