



LDBS Academies Trust

LDBS Academies Trust & LDBS Academies Trust 2

Lockdown Procedures

DATE APPROVED BY THE LDBS ACADEMIES TRUST	25 th March 2025		
NEXT REVIEW DATE (Biennial)	March 2027		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	



LDBS Academies Trust

VISION STATEMENT

Our schools serve the whole community where all are welcomed, valued and supported. We aim to enrich the life experiences of all the children and families we come into contact with to help our children grow spiritually, mentally, and academically. We seek to have a broad curriculum where all faiths are honoured within a Christian context.

Jesus promised a life in all its fullness which means that we value each person as the individual God made them to be; we encourage creativity and teamwork in our schools; we encourage forgiveness and put others' needs before our own; we actively encourage everyone to work to care for creation; learning the full range of subjects (including Religious Education) and always aiming for excellence. Daily Collective Worships is provided as a space to ask big questions, reflect on what is happening in the world around us and pray. Put simply, our schools are life-giving.

In our school we demonstrate how we support this vision through our values which are courage, respect, resilience and kindness and which are summed up in the following statement: Educating for life in all its fullness.

We live out our values and vision through our key policies e.g. The behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

HR policies are common in all LAT schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.



Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	
Deputy headteacher	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Communicate with parents/carers.	
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this.)	



Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Write your agreed signal here and make sure everyone is aware of it. For example: • Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell) • Public address (PA) system • Internal message systems • Pop up on employee computers or internal messaging systems • Word of mouth	Write your agreed signal here and make sure everyone is aware of it. For example: • Separate dedicated 'lockdown' alarm tone • PA system • Internal message systems

Security lockdown plan

Our safe assembly points	Where should pupils and staff be locked down or shelter? This could be classrooms, the hall, sports hall or offices. Designate somewhere for visitors to lock down. Specify suitable locations depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall or sports hall, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.
Secure entrance and exit points	Identify how to quickly secure these. Remember these may be more than just doors and gates – for example, windows and air vents. Think about security against different types of risk, such as intruders or release of gas pollution.



Bring pupils inside	What steps can you put in place to make sure pupils are brought inside as quickly as possible? For example, have a means of communicating a lockdown alert to staff at break times or while outside for lessons. How will you track pupils entering the building? How will this be logged centrally? Who will be responsible for tracking this?
Steps to increase protection	• Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	What channels could be used for staff communicating with each other? For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs (think about whether they can be seen by an intruder). Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.



Communication with parents/carers during a lockdown	Consider how you will let parents/carers know. A combination of text and email should work, as you're using more than 1 channel to communicate with them. You could also ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	Are there any pupils or staff with additional needs who require specific arrangements? List specific arrangements here, along with who is responsible for carrying them out.
Lockdown duration	According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much the exception 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.	How will an evacuation be communicated if needed? Where will you go? List an alternative place of safety that is pre-arranged (e.g. another school, a college, leisure centre). Name: Type of venue: Contact name and number: Include useful information such as distance from school, directions, capacity and opening hours.
Security lockdown drills	What schedule will you use for drills? DfE guidance recommends you practice at the start of each term. How will you inform pupils and parents/carers in advance? For example, by talking to pupils in assembly and sending letters to parents/carers.



Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe 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		
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 the all clear has been given, or until you're told to evacuate by the emergency services		