



Lockdown Policy

Headteacher: Jo Reid

Chair of Governors: Sue Miller

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Policy reviewed 17th March 2026

Botley School governing board

Botley School Vision statement

*A high-quality education in a positive and happy school,
where everyone is included, celebrated and encouraged
to be a creative lifelong learner.*

Botley School Values

Inclusivity

Teamwork

Kindness

Respect

Resilience

Creativity

Lockdown Policy and Procedures

Lockdown Manager is Head Teacher and Assistant Headteachers in her absence.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown arrangements should be determined on an individual basis, as they will be dependent to a large extent on local circumstances.

An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate (see Appendix A).

In the event a school is in lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm activation.

A nominated member of staff (Caretaker/Business Manager) should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

Staff's understanding will be regularly checked with regular training refreshers.

A lockdown drill will be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of the arrangements.

1. Full Lockdown

Alert: Broken single tone alarm from fire alarm system

This signifies an immediate threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty.

The alarm will sound until everyone is in lockdown and then it will be switched off.

Immediate action

- All pupils/staff stay in their classroom or move to the nearest classroom. Office staff should remain in their office.
- External doors locked by the nearest member of staff or fire warden for section of the school. Classroom doors locked (where a member of staff with key is present).
- Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Pupils/staff who are in the hall should go onto the stage, close the curtains, and sit quietly. Staff should try to ensure the external doors are shut.
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned onto silent so they cannot give away your position.
- A register to be taken of all pupils/staff in each classroom/office using emergency laminated register.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions.

All internal doors between sections of the school should be locked by fire wardens/nearest member of staff

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.
- Visitors/volunteers/peripatetic staff are informed on arrival of what to do, as per fire evacuation on display at the main office.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.
- **If it is necessary to evacuate the building, the fire alarm should sound.**
- During the lockdown, staff will keep agreed lines of communication. In practical terms, teachers would need to be familiar with accessing their email account through a variety of means eg class laptop, or Ipad. Teachers can have personal mobile phones with access to school emails, plus available for phone calls, text messages etc
- Pupils must not be released to parents during a lockdown.
- SENCo to advise staff on specific arrangements for pupils with different needs (i.e. hearing/visual impairment or mobility needs).

The end of a lockdown will be signalled by the lockdown alarm sounding again.

Communicating with parents

Parents will be informed that the school has a “lockdown plan”, but it will not be shared with them in full. They will be reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety.

If the school is in lockdown, parents’ must not phone the school. Instead they must:

- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Be made aware of what will happen if the lockdown continues beyond school hours.
- Be kept informed via School Website and [My Child at School](#).

During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...’ Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

Emergency Services Lines of communication with Emergency Services will be kept open 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.

Headteacher and Emergency Services will work together with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.

Appendix A: To be displayed in classrooms and public areas

Emergency Lockdown Procedures

BOTLEY SCHOOL

In the event of lockdown - the signal is a single tone broken-sound alarm

- stay indoors, in the room/classroom that you are in.
- If you are outside when this signal is given, make your way to the nearest classroom or hall.
- Close all window/door coverings eg curtains, blinds, so you cannot be seen.
- Keep the children calm and quiet, in an area that is protected and out of sight if possible.
- If it is a full lockdown parents will be notified via school email or [My Child at School](#).
- An e-mail may be sent to 'All Staff' giving instructions as to what to do – please ensure this is checked and not on the screen for the children to read. **It is therefore important that a computer is always logged on (and e-mail accounts opened) during teaching sessions.**
- Internal phones may also be used for communication. If you are with children it is important to:
 - remain calm and quiet
 - reassure them
 - remind them to follow your instructions
- Wait for further instructions or to stand down/terminate the procedure. The alarm will be switched off during the lockdown to avoid unnecessary distress and anxiety, but will be sounded again when it is safe to leave lockdown.

Termination of lock down - the signal is the single tone broken-sound alarm