



## **Watchfield Primary School**

### **Lockdown & Policy and Procedures**

**Updated: December 2025**

#### **1. Introduction & Purpose**

##### **1.1 Rationale**

All schools must have robust, tested lockdown procedures. At Watchfield Primary School, these procedures ensure that pupils, staff, and visitors remain safe in the event of any external or internal incident that poses a potential threat.

A lockdown is a *proportionate and sensible* response to a wide range of possible risks. The aim is to:

- Protect the physical safety of all individuals onsite.
- Protect the emotional and mental wellbeing of pupils by limiting exposure to distressing events.
- Minimise disruption to teaching and learning while ensuring safety.

##### **1.2 When Lockdown May Be Required**

These procedures may be enacted when there are significant security or safety risks, including but not limited to:

- Chemical, gas, or toxic smoke in the vicinity.
- Dangerous weather conditions.
- Dangerous animal on site.
- Structural issues making outdoor spaces unsafe.
- Violent or aggressive individuals attempting access.
- Medical emergencies outside.
- Serious incident between pupils outdoors.
- Helicopter landing in school grounds.
- Hazard on or near the school grounds requiring the school to be sealed off so no one can enter or exit.



## 2. Notification of Lockdown

### 2.1 How the Alert is Given

A lockdown may be triggered by:

- **The office** activating the *Lockdown Button* (continuous alarm tone).
- A staff member reporting via **walkie-talkie**:  
“**Lockdown, Lockdown, Lockdown.**”  
The office will then activate the alarm.
- SLT/Admin team using two-way radios or direct classroom calls.

### 2.2 Who Can Call It?

All staff are safeguarding leaders and are authorised to initiate a lockdown if they believe there is an immediate risk.

## 3. Response Procedures

### 3.1 Follow the CLOSE Procedure

All staff must follow the nationally recognised **CLOSE** protocol:

**C – Close** all windows and doors

**L – Lock up** where possible

**O – Out of sight**, minimise movement

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

**E – Endure**, as lockdown may last some time

### 3.2 If Outside

- Adults escort pupils immediately indoors via the nearest safe entrance.
- Pupils go straight to the nearest classroom—no lining up.
- Staff inside assist.
- Last adult in locks the external door.
- If a child refuses to enter, staff act decisively to prioritise safety and bring the child inside.

### 3.3 If Inside

- Move pupils to their classroom (including those in group work or interventions).
- Lock all external and internal doors.
- Adults from each area secure their designated external doors (see Section 3.4).

### 3.4 Securing External Doors – Area Responsibilities



Each area must lock external doors and sweep their zones including toilets:

- **Falcons** – Y5/6 block
- **Owls** – Y3/4
- **Harriers**
- **Blackbirds** – Y1/2
- **Kingfishers** – Reception and preschool
- **Old Pre-school** – If music taking place or afterschool care
- **Office team** – front entrances
- **Leadership team** – Repair Zone
- **Office/Head of School** – Hall/corridor to Y3 (if Hall unoccupied)
- **Office/Caretaker/Head of School** – kitchen door if catering staff absent

### **3.5 Once in Class**

- Class teacher performs an immediate headcount.
- Report missing or additional children via walkie-talkie; if safe, also email the office.
- Lock doors calmly; close blinds; turn off lights.
- Cover internal door window with paper.
- Keep pupils quiet, calm, and seated in a safe position (e.g., “story time” activity).
- Ignore all alarms except fire alarm accompanied by visible smoke/flames.

### **3.6 For Those Not in Class**

- Pupils, staff, volunteers, and visitors must enter the nearest occupied classroom.
- No one may leave the room during lockdown.

### **3.7 Staff Not Working Directly in a Classroom**

- Staff not working directly in a classroom (e.g., in staff room, office, or other non-class-based duties) must remain where they are and follow lockdown procedures.
- Lock the room if possible, remain quiet, keep lights off, and do not use kettles or any appliances.

### **3.8 Catering Staff**

- Close the kitchen door; lock external door; turn off lights; stay out of sight.



### **3.9 Communication During Lockdown**

If safe, staff may email/Walkie Talkie/phone the office to:

- Confirm lockdown status.
- Report missing or extra pupils.

### **3.10 No Movement Rule**

**NO ONE** should move around the school unless specifically directed by SLT or emergency services.

## **4. Leadership Responsibilities**

### **4.1 Lockdown Manager**

The Head of School or Deputy Headteacher is the designated Lockdown Manager. If both are unavailable, the next available ELT member will take responsibility.

### **4.2 External Notifications**

- Head/DHT will call Police (999) and the CEO (Richard Evans) as required.

### **4.3 Offsite Classes**

If a class is offsite (e.g., sports event, swimming, church, trip), the admin team will notify them and provide advice on safe return or holding position.

### **4.4 Teacher Responsibilities**

Teachers must:

- Maintain calm and quiet.
- Attend to emotional needs.
- Prevent any child or adult from leaving the room.

### **4.5 Ending Lockdown**

- Only SLT, admin staff, or emergency services in person may give the all-clear.
- The walkie-talkie message will be:  
“**Lockdown has ended, lockdown has ended, lockdown has ended.**”

### **4.6 After Lockdown**

- Teachers conduct a register as soon as safe.
- Report immediately any pupil unaccounted for.



## **5. Communication with Parents**

### **5.1 Parental Notification**

Parents will be informed as soon as practical via:

- Dojo
- Bromcom
- Via Email

### **5.2 Collection During Lockdown**

- Parents must not come to the school. This will potentially cause further issues.
- Pupils will not be released during lockdown.
- Parents must not call the school as this may block emergency lines.

### **5.3 After Lockdown**

- If dismissal is delayed, parents will be told:
  - When school will reopen.
  - Where pupils can be collected.
- A follow-up letter will be issued the next possible day explaining the incident and reinforcing children's safety.

## **6. Lockdown Drills**

### **6.1 Drill Frequency**

- A full lockdown drill will take place at least twice per year.
- Drills are monitored and followed by a staff debrief to improve practice.

## **7. Review of Policy**

### **7.1 Governance Review**

This policy will be reviewed:

- Annually
- Earlier if statutory guidance changes or improvements are identified.