



Dean Bank Primary and Nursery School

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Dean Bank Primary and Nursery School

Lockdown Policy

Head Teacher
Chair of Governors

Mr C Brown
Mr J Davison

Date:
Date for Review:

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On very rare occasions it may be necessary to restrict access to Dean Bank Primary School so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard on the school grounds or outside the school in the near vicinity.

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 Dean Bank Primary School. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

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

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in Dean Bank Primary School).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of Dean Bank Primary School.
- The close proximity of a dangerous animal roaming loose.

This policy document should be read in conjunction with our school's Health and Safety Policy.

PROCEDURE

- Staff and students are alerted to the activation of the lockdown procedure plan
- Students and staff who are outside of the school buildings are brought inside as quickly as possible and moved to the safe locations
- Those inside the school should remain in their classrooms or offices (if circumstances allow)
- All external doors and, as necessary, windows are locked/shut (depending on the circumstances, internal classroom doors may also need to be secured, where possible).

NOTIFICATION OF LOCKDOWN

- Once in lockdown mode, staff should encourage the students to keep calm,
- As appropriate, the school will establish communication with the Emergency Services as soon as possible;
- Durham County Council Health & Safety will be notified asap;
- Chair and Vice Chair of Governors will be notified asap;
- If necessary, parents will be notified as soon as it is practicable to do so via the school's established communications system;
- Students will not be released to parents during a lockdown;
- If it is necessary to evacuate the building a predetermined signal (School Bell) will be used in case an intruder uses the fire alarm to cause a distraction;
- Staff should await further instructions.

LOCKDOWN ARRANGEMENTS

PARTIAL LOCKDOWN

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to the building and go to the nearest safe location;
- All staff and students remain in the building and external doors locked, windows secured (where possible) and shut;
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and students are safely inside, the Senior Leadership Team will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

'Partial lockdown' is a precautionary measure but puts Dean Bank Primary School in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

FULL LOCKDOWN

This signifies an immediate threat to Dean Bank Primary School and may be an escalation of a partial lockdown.

Immediate action:

- Students and staff who are outside will be ushered into the school building as quickly as possible and the external doors to school will be locked to remain safe;
- Staff will indicate to students who are outside, that they need to return to the school building;
- All students return to classroom or safe locations or remain in the room they are in and the staff will ensure:
 - o the windows and doors are closed/secured;
 - o blinds are closed and any other windows screened where possible;
 - o students are positioned away from possible lines of sight from external windows/doors (e.g. under desk or around a corner);
 - o lights are to be turned off;
 - o mobile phones are only to be used in emergency by staff to communicate with office staff/emergency services. They should be placed on silent when in lockdown;
- We will communicate with staff via electronic messages (mobile phone and/or email) that can be sent to around the school.

Alternatively, if safe to do so, the sign below will be used:



- Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.
- If a student who is not in your class, enters your room please keep them with you until the lockdown has been lifted.
- Staff and students remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown should the fire alarm sound do not evacuate the building.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support students in keeping calm and quiet.
- Staff and students to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or verified emergency service staff that there is the all clear.
- If the lock down signal sounds during break or lunch, wherever possible students are to return to their classrooms. If this is not possible, then students will be moved into the school and held in the nearest safe location.

MOVE TO EVACUATION

At any point during the lockdown, the fire alarm may sound, this may be a ploy by the intruder to get staff and students to evacuate the building. There will be a different recognised sound (school bell) should it be necessary to evacuate the building.

Staff should continue to be vigilant with regards original communications around why Dean Bank Primary School entered a lockdown.

STAFF ROLES:

1. The Headteacher or members of SLT make the decision to move to lockdown (full/partial).
2. Upon hearing the announcement all available members of SLT to move, if safe, to the Headteacher's Office, which will act as a base for the situation.
3. Headteacher to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the plan, located in the Headteacher's office. In their absence the Deputy Headteacher or most senior member of staff on site will assume this responsibility.
4. Headteacher to assume responsibility for liaison with relevant Emergency Services. In their absence nominated staff will assume this responsibility.
5. Deputy Headteacher to take responsibility for instigating parental contact via schools communication method. In their absence, designated member of staff to assume this responsibility.
6. Premises staff and School Business Manager to lock the external doors and entrances. They will then conduct a check of all external doors and lock as appropriate (if safe to do so). School Business Manager to take responsibility for liaising with premises staff. In their absence, nominated staff to assume this responsibility.
7. Members of SLT to conduct their roles as allocated by the Headteacher dependent on availability.
8. Individual teachers/support staff lock/close/barricade classroom door(s) and windows and take responsibility for students in their care.

COMMUNICATION WITH PARENTS

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network e.g. text message, class dojo, email,

Parents will be told:

'Dean Bank Primary School is in a (full/partial) lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. We will give an update as soon as it is practicable.'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Students will not be released to parents during a lock down.

Parents should:

- Be reassured that Dean Bank Primary School understands their concerns for their child's welfare, and that it is doing everything to ensure their safety.
- Not contact the school. Calling the school could tie up telephone lines that are needed for contacting the emergency providers.
- Not come to Dean Bank Primary School. They could interfere with the emergency provider's access to the school and could put themselves in danger.
- Wait for Dean Bank Primary School to contact them about when it is safe to come and get their children, and where from.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

LOCKDOWN OUTSIDE OF SCHOOL HOURS

If we need to initiate the lock down signal outside of school hours, there may still be students, staff or visitors onsite. We will use the same signals and methods of communication with staff. All staff, students and visitors are to secure themselves in a room or office and shelter in place until they hear further instructions, either from members of staff or the emergency services. Mobiles can be used to communicate but they must be placed on silent.

We will communicate to stakeholders onsite via the computer screens/mobile phone messages, so please try and ensure that you are able to see one. All offices in the school have a mains telephone. Please remain sheltering until instructed that the lock down has been lifted.

POST INCIDENT ACTION

- Discuss and review actions taken via debrief at SLT.
- Receive feedback from staff body around incident.
- If appropriate, contact Durham County Council (SLAs) who will provide details of any available support, e.g. psychology welfare & support, media & communications etc.
- Update procedure, if applicable.
- Thank people for their co-operation.

LOCK DOWN 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.

REVIEW

This policy and associated procedures will be reviewed every 3 years.