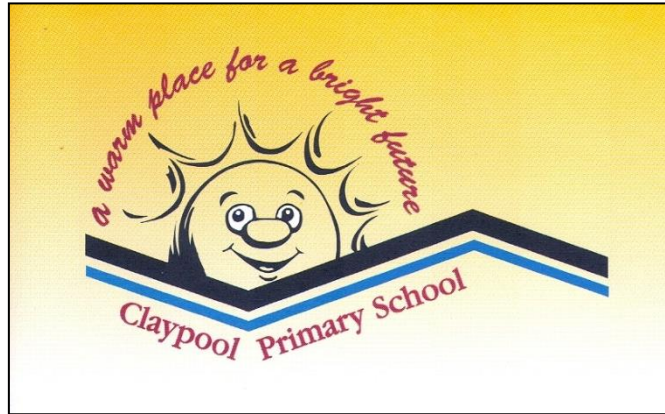




**At Claypool everyone is valued, inspired and nurtured
on their individual journey of success.**

Lockdown Procedures

Policy lead: A. Hulme

Last interim review by the Policy Lead	Autumn 2025
Last full review by the Policies Committee	Summer 2026

Next interim review by the Policy Lead	Autumn 2026
Next full review by the Policies Committee	Summer 2029

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Introduction

1. The lockdown procedure in place at Claypool Primary School will be a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in school. Procedures will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Purpose

2. We recognise the need for robust and tested school lockdown procedures.
3. It is important that all members of School Staff and Governors are familiar with the lockdown procedures. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan; practising the procedures will increase their familiarity and reduce possible fears and anxiety if it is ever activated. Parents too will be informed that the school has lockdown procedures in place.
4. Lockdown procedures may be activated in response to any number of situations.
5. These guidelines should be read in conjunction with Bolton Council's 'Critical Incidents in Schools' policy.

Lockdown Scenarios

Typical scenarios

6. We may consider activating school lockdown procedures in the following circumstances:
 - A major fire in the vicinity of the school creating a toxic smoke plume;
 - A major fire/explosion at industrial premises downwind of the school creating a toxic smoke plume, air pollution or gas cloud etc.;
 - The close proximity of a dangerous dog roaming loose or other wild animal;
 - A serious transport accident outside or within the school perimeter e.g.;
 - Schools near railway stations;
 - Schools near motorways;
 - Close to major roads and junctions.

Less typical scenarios

7. A reported incident or civil disturbance close to the school with the potential to pose a risk to pupils and staff in school.
8. An intruder on the school site (with the potential to pose a risk to pupils and staff).
9. A disgruntled adult who is behaving inappropriately.

Lockdown Status

10. In these scenarios the school will adopt two formal levels of Lockdown – 'Partial Lockdown' and 'Full Lockdown'.

Partial Lockdown

11. The type of situation where there is no direct risk or threat to the health and safety of pupils and staff will be dealt with by activating a 'Partial Lockdown' which will require all external activities to cease immediately whereby pupils and staff return to classrooms and all external doors and windows are securely locked, and window blinds closed. Internal doors and pathways will remain unlocked to maintain, as far as is possible, 'business as usual.'

Full Lockdown

12. For situations that pose a direct or perceived threat to the health, safety or well-being of any pupil, member of staff or visitor, a full lockdown will be implemented.
13. A full lockdown will require an immediate cessation of any external activities with pupils and staff outside quickly returning to classrooms or the school hall (whichever is most appropriate). The focus will be to secure all external windows and doors and all lockable doors and pathways to:
 - Prevent any intruders from gaining access to the site;
 - If access is already gained; to stop any intruders from progressing through the building, or to restrict and slow their progress where it cannot be stopped.

Activation Procedures

14. Both types of lockdown procedure will have pre-agreed activation protocols and both will be tested at least once a year.
15. If the children are inside the building then the PA system will be used to alert staff and pupils to the lockdown. If pupils and staff are outside then a continuous whistle will be blown outside until everyone is in the building and the PA system will be used to alert those people still inside the building.
16. It may not always be possible to be pre-warned of a risk especially where an intruder is already on the premises or a visitor may suddenly become violent. For such situations it may be necessary for those aware of the threat to shout to colleagues for help. All other forms of communication should also be employed if and as necessary e.g. PA system, mobile phones including texts, emails etc.

Initiating lockdown

17. Whatever means is available should be used to notify the Headteacher or office staff of the danger to enable them to activate lockdown notifications.

18. Once aware of a lockdown being activated, SMS messaging system through the staff text group will be used to communicate instructions during an emergency. It will be necessary for staff to turn on their mobile phones for the duration of the lockdown.
19. Alternatively, staff can access the internal e-mail system and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, Smartphone or tablet.

Contacting the emergency services

20. Any member of staff aware of a direct threat within the school should contact 999 and provide the police with whatever information they have at that time and ensure that the Headteacher and office staff are made aware. See 'Full Lockdown' arrangements at paragraph 25 below for guidance on further action to be taken in situations where there is a direct or perceived threat to the health, safety or well-being of any pupil, member of staff or visitor.

Lockdown arrangements

Partial Lockdown

Alert to staff: 'Partial lockdown'

21. The following immediate action should be taken:
 - A continuous whistle will be blown to alert the staff on duty;
 - All outside activity to cease immediately; pupils and staff return to building;
 - All staff and pupils to remain in the school building, all external doors and windows locked and all window blinds closed;
 - Free movement may be permitted within the building depending upon the risk/threat.
22. All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing dynamic risk assessment based on advice from the Emergency Services, if appropriate. This can then be communicated to staff and pupils.
23. 'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Where the risk or threat escalates staff will be prepared to go to 'Full Lockdown'.
24. In the event of an air pollution issue, air vents should be closed (where possible) and where fitted, air conditioning systems turned off. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

25. The following immediate action should be taken:
 - A continuous whistle will be blown to alert the staff on duty;
 - All pupils and staff outside the main building should immediately return to the classroom, leaving any equipment outside;

- All external doors and windows locked and all window blinds closed;
- Where possible, all classroom and interlocking doors will be locked to prevent easy movement within the building;
- Pupils will sit quietly until told it is safe to remove the full lockdown;
- Register taken; the office will contact each class in turn for an attendance report;
- Staff will ensure that pupils are not posting reports on social media platforms as this may create additional concern to parents or incorrect and conflicting information being released.
- **Senior staff the relevant emergency services will be summoned as quickly as possible by dialling 999. Then the Crisis Line will be contacted on 01204 332240, the member of staff must ensure that he/she has the following information readily available, if possible:**
 - i. **Nature of the incident**
 - ii. **Emergency service(s) required**
 - iii. **Exact location of the incident**
 - iv. **Numbers of casualties (if possible) and nature of injuries**
 - v. **Location and telephone number where call is being made from**
 - vi. **Hazards which may be encountered by the emergency services at the site**

There is no need to call for assistance from any other agency (e.g. hospital), as the emergency services will arrange this. All the telephone numbers likely to be needed throughout the incident are included at Appendix A – please refer to this section for details.

- The overall response to an emergency in Bolton will be managed and co-ordinated through the Gold / Silver / Bronze command structure. Full details of these procedures are included in the 'Critical Incidents in Schools' policy.
26. Staff and pupils will remain in lock down until it has been lifted by a senior member of staff or the emergency services. If there is a need to evacuate the building, staff will be alerted via text message not via the fire alarm sounding.
27. During the lockdown, staff will keep agreed lines of communication open but should not make unnecessary calls to the central office as this could delay more important internal or external communications.

Communication between parents and the school

28. School lockdown procedures, especially arrangements for communicating with parents, will be shared with parents via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. The Council Press Office may be able to assist the school with appropriate and agreed information updates.

29. Information provided should offer:

- Reassurance that the school understands parents' concerns and that it is doing everything possible to ensure children's (and staff) safety;
- Parents should be encouraged not to contact the school during a lockdown to ensure staff are free to deal with emergency services and other council senior management support;
- Parents to be advised not to come to the school site until the emergency is declared closed as their presence may interfere with emergency services work and may even put themselves and others in danger;
- The school will inform parents when it is safe to pick up children.

Emergency Services

30. It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the risk or threat posed by the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regard to the timing of communication to parents.

Council Press Office

31. In the event of a prolonged lockdown or a more severe scenario, the Bolton Council Press Office may assist in the dissemination of information to parents and the media.

Generic advice and considerations

- Staff will encourage the pupils to keep calm and offer continuous reassurance;
- As appropriate, the school will establish communication with the Emergency Services as soon as possible;
- Bolton Council will be notified via the People Services 'Crisis Line' phone number on 01204 332240 (Office Hours) or 01204 336900 (Outside Office Hours).
- If necessary, parents will be notified as soon as it is practicable to do so via the school's established communications system or with the assistance of the Council Press Office;
- Pupils will not be released to parents during a lockdown under any circumstances;
- If it is necessary to evacuate the building, staff will be alerted by text message and an immediate assessment made by the school senior management team of whether an off-site evacuation is appropriate.

Training and exercising

32. We are very fortunate in the UK and rarely witness situations requiring a school lockdown to be activated. Similar to fire safety, we do not expect a fire to occur in a

school but must be prepared to react expeditiously and effectively should the fire alarm sound; and as for fire safety, we must be familiar and confident with the actions required during lockdown procedure activation.

33. To ensure the required level of confidence and familiarity in the schools lockdown arrangements, a training and exercise regime will be developed. This will include:
- Training and exercise regime in place and recorded and reviewed as necessary with all staff;
 - Table-top exercises with the senior leadership team to test the procedures against various scenarios;
 - Rehearse lockdown arrangements with all pupils and staff;
 - Display lockdown drill information in every classroom alongside information relating to fire-drills;
 - Test communication systems;
 - Identify all internal lockable doors / ensure keys are available and the locking mechanisms work correctly.

Implementation and review

34. This document will be stored and accessible to all staff on the school's network (AllStaff – Policies – General Policies – Lockdown).
35. This policy will be reviewed annually by the Policy Committee.

Links to other documents

36. Bolton Council Critical Incidents in Schools Policy.

APPENDIX A

Useful Contact Numbers

Emergency Services	999
Local Police Station	0161 856 5619
Authority Crisis Line	01204 332240 office hours 01204 336900 outside office hours
Bolton Council 24 Hours Emergency Number	01204 336900
Bolton Civil Contingencies Team	01204 336995
Corporate Property Services	01204 331234 office hours 01203 336900 outside office hours
Occupational Safety and Health Unit	01204 336968
Asset Management and Planning Unit	01204 332080
Press Office	01204 332064/3582/1015
Environmental Health	01204 336500/1
CISS (Educational Psychologists)	01204 338060
Education Social Workers	01204 334315
School Nurse	01204 463576