

LOCKDOWN POLICY & PROCEDURE

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Shared'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of Landon school. All our school policies support our approach to safeguarding (pupil protection). Our fundamental priority is our pupils and their wellbeing; this is first and foremost.

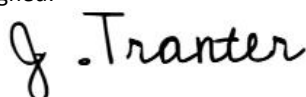
Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this via the signing of their employment contract.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: November 2025
Date Published: November 2025
Next Review: November 2027

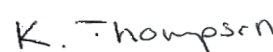
Signed:

Handwritten signature of Mr Jody Tranter in blue ink.

Mr Jody Tranter
Headteacher

Handwritten signature of Mr Andy Thompson in blue ink.

Mr Andy Thompson
Proprietor who is the Chair of the Advisory
Board

Handwritten signature of Katie Thompson in blue ink.

Katie Thompson
Proprietor's agent

1. Policy Statement

Landon School is committed to ensuring the safety and wellbeing of all students, staff, and visitors. This Lockdown Policy establishes clear procedures to respond effectively to immediate threats or dangers, both internal and external, that may require the school to secure its premises.

Given the specific needs of our students with autism spectrum conditions and severe learning difficulties, this policy incorporates trauma-informed approaches and sensory considerations to minimise distress during emergency situations while maintaining safety as the paramount concern.

2. Aims and Objectives

This policy aims to:

- Protect students, staff, and visitors from immediate danger or threat

- Provide clear, practiced procedures for responding to lockdown situations
- Ensure effective communication during emergencies
- Minimise trauma and distress for students with autism and complex needs
- Maintain appropriate liaison with emergency services
- Support effective post-incident recovery and review

3. Types of Lockdown

3.1 Partial Lockdown (Secure)

A precautionary measure used when there is a non-immediate threat in the local area, such as:

- Police activity nearby
- Potentially dangerous animal in the vicinity
- Adverse weather conditions requiring indoor movement only
- Suspicious person or vehicle near the school

During a Partial Lockdown:

- All external doors and windows are locked
- Students remain in their current location or move to safe indoor spaces
- Outdoor activities cease immediately
- Teaching and learning continues as normally as possible
- Movement around the building may continue but external doors must remain locked

3.2 Full Lockdown (Hide)

An immediate response to a direct and imminent threat, such as:

- Armed intruder on or near the premises
- Violent incident in the immediate vicinity
- Chemical, biological, or radiological incident nearby
- Dangerous individual on site

During a Full Lockdown:

- All external doors and windows are locked immediately
- Students and staff move to the nearest safe space
- Internal doors are locked or barricaded
- Everyone remains silent and out of sight
- Mobile phones silenced (not switched off - may be needed for emergency calls)
- No one enters or exits the building until emergency services provide the all-clear

4. Lockdown Signals

4.1 Alert Signals

Partial Lockdown Signal:

- Primary alert: Walkie talkie announcement using code 'SECURE SECURE SECURE'
- SLT, admin staff, and designated class staff relay via walkie talkie

- Backup alert: Bromcom notification to all staff
- Additional backup: Email alert to all staff

Full Lockdown Signal:

- Primary alert: Walkie talkie announcement using code 'LOCKDOWN LOCKDOWN LOCKDOWN'
- All staff with walkie talkies immediately relay the code
- Continuous alarm (distinct from fire alarm) activated if time permits
- Backup alert: Bromcom notification 'FULL LOCKDOWN' to all staff
- Additional backup: Email alert 'FULL LOCKDOWN' to all staff

4.2 All-Clear Signal

- Walkie talkie announcement using code 'ALL CLEAR ALL CLEAR ALL CLEAR'
- Bromcom notification confirming lockdown has ended
- Email confirmation from Senior Leadership Team
- Senior staff member physically visiting each room to confirm

Important: Staff must never assume lockdown has ended without official confirmation. If in doubt, remain in lockdown.

5. Partial Lockdown Procedures

5.1 Reception/Admin Staff

1. Announce 'SECURE SECURE SECURE' via walkie talkie
2. Send backup alert via Bromcom and email
3. Lock all external doors and windows
4. Monitor CCTV and external areas
5. Politely refuse entry to visitors (if appropriate) or secure visitors in reception
6. Liaise with emergency services if required
7. Keep Senior Leadership Team informed via walkie talkie

5.2 Teaching Staff

8. Bring all students indoors immediately using calm, reassuring language
9. Lock classroom windows and external doors
10. Take register/headcount of students present
11. Report any missing students immediately to office
12. Continue teaching activities as normally as possible
13. Use visual supports and social stories to explain situation to students
14. Implement calming strategies appropriate to individual student needs
15. Monitor walkie talkie and other communication channels for updates

5.3 Senior Leadership Team

16. Assess the situation and determine appropriate response level
17. Contact emergency services if required
18. Coordinate building security measures
19. Monitor situation via CCTV and external sources

20. Maintain communication with all staff via walkie talkie and backup systems
21. Decide when to lift lockdown based on confirmed information
22. Prepare parent communication (hold until appropriate)

6. Full Lockdown Procedures

6.1 Immediate Actions - All Staff

23. Move students to nearest safe room immediately
24. Lock and barricade doors if possible
25. Move everyone out of sight from doors and windows
26. Silence mobile phones (but keep them accessible)
27. Keep students calm and quiet using appropriate strategies
28. Do NOT respond to anyone at the door unless officially confirmed safe
29. Remain in lockdown until official all-clear given

6.2 Senior Leadership Actions

30. Call 999 immediately if threat is on site or imminent
31. Announce 'LOCKDOWN LOCKDOWN LOCKDOWN' via walkie talkie
32. Activate full lockdown alert system (alarm, Bromcom notification, email)
33. Secure all entry points
34. Account for all staff and students if safely possible
35. Maintain contact with emergency services
36. Coordinate response with emergency responders
37. Only lift lockdown when confirmed safe by police/emergency services

6.3 Staff Outside with Students

If staff and students are outside when full lockdown is activated:

38. Assess immediate danger - can you safely return to the building?
39. If safe to return: Move quickly and directly to nearest safe entry point
40. If NOT safe to return: Move away from threat and seek shelter elsewhere
41. Contact school office via walkie talkie (if carried) or mobile phone as soon as safe
42. Contact emergency services (999) if appropriate
43. Keep students together, calm, and out of sight

7. Special Considerations for Students with Autism and Complex Needs

Landon School recognises that lockdown situations present unique challenges for students with autism spectrum conditions and severe learning difficulties. The following adaptations must be considered:

7.1 Preparation and Prevention

- Use visual supports (social stories, picture cues) to pre-teach lockdown procedures
- Include lockdown practice in regular school routines without creating anxiety

- Ensure all staff know individual students' sensory profiles and anxiety triggers
- Pre-identify 'safe spaces' that accommodate sensory needs where possible
- Keep sensory regulation tools accessible in multiple locations

7.2 During Lockdown

- Use calm, predictable language and visual supports
- Allow use of comfort items, fidget tools, or sensory regulation equipment
- If a student is distressed and making noise, do not punish but use gentle calming strategies
- Provide alternative communication methods for non-verbal students
- Be prepared for dysregulation - safety is paramount but maintain trauma-informed approach
- Use known de-escalation strategies for individual students

7.3 Managing Student Distress

If a student becomes significantly dysregulated during lockdown:

- Prioritise physical safety of all students and staff
- Use minimum necessary intervention while maintaining lockdown security
- If possible, allow movement within the secure room rather than restraint
- Balance noise management with student wellbeing
- Document any incidents for post-lockdown review and debriefing

7.4 Medical Needs

- Ensure grab bags with emergency medication are accessible in each teaching area
- Staff trained in emergency medication administration must be distributed across the building
- If a medical emergency occurs during lockdown, contact emergency services immediately
- Senior Leadership will coordinate with emergency services to enable safe access for paramedics

8. Communication Protocols

8.1 During Lockdown

Staff Communication:

- Walkie talkie on at all times but keep volume low during Full Lockdown
- Listen for critical updates but minimise walkie talkie transmissions during Full Lockdown unless emergency
- Use silent messaging (Bromcom notifications, email) for non-urgent communication
- Office monitors all communication channels
- Regular brief updates sent via walkie talkie (Partial Lockdown) or Bromcom/email (Full Lockdown)
- Emergency contact: 999 if immediate danger

Parent Communication:

- NO immediate parent communication during active lockdown (to avoid phone calls/arrivals that compromise security)
- Parents contacted only once situation is secure or as advised by police
- Use Bromcom and email alert system with prepared messages
- Social media monitored and managed by designated staff member
- All media enquiries referred to Principal or designated spokesperson

8.2 After Lockdown

- Parents receive formal communication explaining: What happened, actions taken, when lockdown ended, support available
- Staff debrief session scheduled as soon as practically possible
- Students receive age-appropriate explanation and reassurance
- Advisory Board informed

9. Roles and Responsibilities

9.1 Headteacher

- Overall responsibility for lockdown procedures
- Decision to initiate and end lockdown
- Liaison with emergency services
- Communication with Advisory Board
- Post-incident review coordination

9.2 Senior Leadership Team

- Support Headteacher in decision-making
- Coordinate lockdown procedures across the school
- Monitor building security
- Account for all students and staff
- Parent and media communication

9.3 Teaching Staff

- Implement lockdown procedures immediately
- Ensure safety and wellbeing of students in their care
- Take register/headcount
- Use appropriate calming strategies for students
- Monitor communication channels
- Report any concerns or incidents

9.4 Office/Administrative Staff

- Activate lockdown alert system
- Secure reception and main entrance
- Monitor CCTV
- Manage visitor log
- Coordinate communications

- Support emergency services on arrival

9.5 All Staff

- Know and follow lockdown procedures
- Attend training and practice drills
- Report security concerns proactively
- Support students appropriately during and after incidents

10. Training and Practice Drills

10.1 Staff Training

- All staff receive lockdown procedure training during induction
- Annual refresher training for all staff
- Training includes autism-specific considerations and trauma-informed approaches
- Role-specific training for leadership and office staff
- Regular updates when procedures change

10.2 Practice Drills

- Minimum of two lockdown drills per academic year
- One drill should practice partial lockdown, one full lockdown
- Drills scheduled sensitively considering student needs
- Students prepared in advance using visual supports and social stories
- Parents informed before drills take place
- Full debrief after each drill with learning points documented
- Procedures amended based on drill feedback

10.3 Student Preparation

- Age and developmentally appropriate explanations of lockdown procedures
- Visual supports (social stories, visual schedules) created for all students
- Regular, low-key reference to lockdown procedures in daily routines
- Clear explanation that lockdown is about keeping everyone safe
- Avoidance of frightening language or scenarios

11. Post-Incident Procedures

11.1 Immediate Aftermath

44. Confirm all-clear has been given by appropriate authority
45. Account for all students, staff, and visitors
46. Provide first aid for any injuries
47. Assess student emotional state and provide immediate support
48. Decide whether to return to normal routine or implement alternative arrangements
49. Send parent communication explaining situation and actions taken

11.2 Debriefing

Staff Debrief:

- Held as soon as practically possible after incident
- Safe space for staff to process experience
- Review what happened and how procedures worked
- Identify any challenges or areas for improvement
- Signpost to employee support services if needed

Student Support:

- Age-appropriate explanation of what happened
- Reassurance about safety and return to routine
- Individualised support based on student need
- Monitor for signs of distress or trauma in following days/weeks
- Access to specialist support services as required

11.3 Review and Learning

50. Formal review meeting held within 5 working days
51. Include staff, SLT, and Advisory Board representative
52. Complete incident report documenting: Timeline of events, actions taken, outcomes, effectiveness of procedures
53. Identify lessons learned and areas for improvement
54. Update procedures if necessary
55. Share learning with all staff
56. Report to relevant external agencies as required

12. Equipment and Resources

12.1 Essential Equipment

Each teaching space must have:

- Walkie talkie (SLT, admin staff, and designated staff in each classroom)
- Lockdown procedure quick reference card (laminated)
- Visual supports for explaining lockdown to students
- Class register/student list
- Emergency contact numbers
- First aid kit
- Student emergency medication grab bag
- Sensory regulation tools/comfort items
- Torches (in case of power failure)

12.2 Building Security

- Secure perimeter fencing
- Controlled access points with key/fob entry
- CCTV coverage of all external areas
- Functioning locks on all external doors and windows

- Internal door locks where appropriate
- Walkie talkie system (primary communication method) with sufficient devices for SLT, admin staff, and designated staff in each classroom
- Bromcom notification system (backup communication)
- Email alert system (additional backup communication)

12.3 Maintenance and Checks

- Daily checks that walkie talkies are charged and functioning
- Weekly checks of door/window locks and security systems
- Monthly checks of emergency equipment in teaching spaces
- Termly review of CCTV coverage and functionality
- Annual security assessment by external provider

13. Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Critical Incident Policy
- Fire Safety and Evacuation Policy
- Behaviour Support Policy
- First Aid Policy
- Positive Handling Policy
- Communication with Parents Policy

14. Monitoring and Review

- This policy will be reviewed annually by the Senior Leadership Team
- The policy must be reviewed immediately after any actual lockdown incident
- Review following each practice drill to incorporate learning
- Changes to local police procedures or national guidance will trigger a review
- Advisory Board approves all revisions
- All staff informed of any changes and provided with updated training

15. References and Further Guidance

- National Counter Terrorism Security Office (NaCTSO) - Recognising the Terrorist Threat
- DfE - Keeping Children Safe in Education (current edition)
- Run, Hide, Tell - UK Counter-Terrorism guidance
- Health and Safety Executive guidance on workplace security
- Local police force guidance on school security

Appendix A: Quick Reference Guide

PARTIAL LOCKDOWN (SECURE)

- 57. Bring all students indoors
- 58. Lock all external doors and windows
- 59. Take register
- 60. Continue teaching
- 61. Monitor communications

FULL LOCKDOWN (HIDE)

- 62. Move to nearest safe room IMMEDIATELY
- 63. Lock and barricade doors
- 64. Get out of sight
- 65. SILENCE phones
- 66. Stay quiet and calm
- 67. Do NOT open door until official all-clear

EMERGENCY: CALL 999

Safe, Happy, Learning