



# BABINGTON

## HOUSE SCHOOL

### **Lockdown Policy**

Review Date	Who by?	Shared with	Shared Location
30/11/26	Bursar	Staff	Intranet

**WHOLE SCHOOL PROCEDURE (Including EYFS)  
'LOCK DOWN' AT BABINGTON HOUSE SCHOOL**

<b>RELATED POLICIES</b>
HEALTH AND SAFETY POLICY – WHOLE SCHOOL
RISK ASSESSMENT POLICY AND PROCEDURES

**Definition and terms**

'Lockdown' is when external doors are locked and nobody is allowed in or out with the exception of Emergency Services. It facilitates our ability to quickly restrict access and egress to our site or buildings within our perimeter through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and maximising the safety and well-being of staff and children in the school.

All situations initiating a 'lockdown' are different and once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. It is also realised that individual Class Teachers may be required to show leadership and initiative in what will be a stressful scenario and that they will also have to conduct an on-going and dynamic risk assessment on behalf of the children in their immediate care.

Our procedures are mindful of the advice provided by the National Counter Terrorism Security Office *Developing Dynamic Lockdown Procedures* (Published 18 November 2015).

**Possible situations where the 'lockdown' procedures may be activated:**

Lockdown procedures may be activated in response to any number of situations such as:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school

**Lockdown Alarm Tone**

The school has a dedicated "lockdown" alarm tone which is similar to the fire alarm but it is a continuous sounding alarm – a series of short sharp beeps.

The 'lockdown' signal may also be accompanied by word of mouth communication between teachers.

## **Procedures for Lockdown at Babington House**

- Pupils who are outside of the school buildings should be brought inside as quickly as possible, unless this endangers them and others. If children remain outside, they will hide wherever it is most reasonable to do so, for example in the area by the side of the building at the end of the Seniors Area (near the external gazebo).
- Those inside the school should remain in their classrooms where they are being taught unless circumstances dictate that it is more prudent to move and this decision should be made by the individual teacher responsible for the group of children in their immediate care. It is more likely that pupils will remain quiet and still in their classrooms and not move.
- Pupils in the Sports Hall, Dining Room or other communal rooms should go straight to their classrooms with the PE teachers or Lunch Time staff unless it is safer to stay in the Sports Hall or Dining Room.
- All external doors and, as necessary, windows should be locked with blinds down (depending on the circumstances, internal classroom doors may also need to be blocked). If there are no locks, they should be kept shut at all times.
- From Year 1 upwards pupils will sit quietly out of sight, usually this will mean sitting in pairs under their desks and pupils may be encouraged to lie down by their class teacher as appropriate.
- Nursery pupils will move away from the windows have a brief 'story time' and play 'sleeping lions' together as a group in one corner of the Nursery room.
- Reception pupils will move into the room without an external door.
- Depending on circumstances and at the individual classroom teachers discretion, it may be appropriate to barricade the classroom doors.
- Blinds should be drawn where necessary.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the telephone network and instigate an immediate search for anyone missing.
- The office staff, caretakers and administrative team should stay quiet and hidden in their offices unless it is safer to be elsewhere.
- As appropriate, the Site Team, School Office or Senior Leadership Team will establish communication with the Emergency Services by calling 999.

- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff and pupils remain in lock down until it has been lifted by member of SLT or the emergency services.
- In the event of an actual lockdown parents will be informed as soon as is practical to do so.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown reminder email will be sent out at least once a year. Depending on their age, pupils should also be aware of the plan.

### **Communication between parents and the school**

In the event of an actual lockdown, parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from
- Parents will be told 'the school is in a full lockdown situation'. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services 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.