



Lock Down Procedure Policy

Updated: September 2025

Review cycle: Three yearly

Crestwood Community School

Lock Down Procedure Policy

Rationale

Crestwood Community School has implemented a Lockdown Policy designed to be used in conjunction with the school's Child Protection and Safeguarding Policy and Procedures.

The lockdown procedures are intended as a practical, proportional response to external or internal incidents that could potentially endanger the safety of staff and students. The primary aim of these procedures is to ensure the safety of all students and staff while minimising disruption to the learning environment.

Lockdown procedures may be activated in various situations, including but not limited to:

- A reported incident or civil disturbance in the local community that poses a potential risk to staff and students on-site.
- The presence of an intruder on school grounds with the potential to threaten the safety of students and staff.
- Receiving a warning of a local risk, such as air pollution from a smoke plume, gas cloud, or similar hazard.
- A significant fire in close proximity to the school.
- The presence of a dangerous animal, such as a dog, roaming near the school.

These measures are in place to ensure Crestwood Community School can respond quickly and appropriately to maintain a secure environment for all.

Control is generally best operated from a control room. This room will have CCTV monitors and recorders, access control data, alarm access, PA system initiation and good communications such as phone, e-mail etc.

Incident control room and safe area if required: (Shakespeare) - Viso Room 51 (Cherbourg) Viso Room 501.

All Radio comms for Shakespeare will be on Channel 4

All Radio comms for Cherbourg will be on Channel 6

Lock Down Team

Position	Name
Head Teacher/Head of School	Krista Dawkins/Tim Nash

Responsibility: Responsible Person

The **Head Teacher** or the **Head of School** is the **Responsible Person** for the control of the lock down and contacting emergency services to inform them of the school lockdown in progress.

If they are unavailable, this responsibility should be delegated to a senior member of staff designated in advance, ensuring clear communication with emergency services about the lockdown status and any relevant details.

Shakespeare - Radio Communication Channel 4

Cherbourg - Radio Communication Channel 6

Position	Name
Deputy Head Teachers	Steve Topazio/Josh Buckingham

Responsibility: Delegated Senior Member

Support the responsible persons during a lockdown by assisting in ensuring that staff, students and any other individuals on the premises are safely locked into secure areas. Additionally, provide and relay information, as directed by the responsible person, to parents/carers, ensuring clear and accurate communication during the emergency. This helps maintain order and ensures that all involved parties are informed and reassured as necessary.

Position	Name
Bursar, Site Facilities/IT Manager	Alan Hussey/Adrian Hunt/Sam Clark

Responsibility: Delegated Person to support

Support the responsible person & local authority, providing information to the Site, CCTV monitors and recording system, access control data, alarm access, PA system initiation and good communications such as phone, e-mail etc

Lockdown

Upon hearing **Pulsed siren alarm/ Blue flashing Light**, all staff are to initiate lockdown procedures immediately. This signal indicates that a full lockdown is in effect and all protocols to secure the safety of students and staff should be followed without delay.

Lockdown Procedures

Staff	Actions
Reception Staff on both campuses	<p>1. Triggering a lock down: Upon receiving a message, radio communication, or phone call from the Senior Member of Staff instructing a lockdown, immediately initiate the lockdown procedure.</p> <p>2. Activate the panic alarm which will trigger the intruder alarm. This will send the signal to the Finance /Admin department/Call centre, a senior member of the SLT Staff will trigger the lockdown alarm via a fob or manually as soon as the lockdown is triggered to alert all personnel. The call centre will contact the site phone to see if emergency assistance is required) This must be confirmed by the responsible person. (Site staff to confirm)</p> <p>3. Staff in the Reception area must lock down all office doors including the front entrance door and move themselves to a secure room if safe to do so.</p>
Finance & Admin departments	On hearing the panic alarm/Intruder alarm you must contact the control room on 4980 or 4969 to activate the lockdown alarm. On both campuses this is a Pulsed siren alarm/ Blue flashing Light they are not linked.
Staff and Students in classrooms	Upon the signal, all Staff and Students remain in their current room and have their laptops available for communications.
Staff should secure rooms	All Staff are to ensure that windows and doors are closed and locked and blinds pulled down where possible.
Staff should ensure positioning in the room	Students must move away from sightlines near external windows and doors.
Staff should turn off lights and equipment	Lights, smart boards and computer monitors should be switched off.
Staff supporting calmness	Staff should help children remain calm and quiet.
Individuals not in Classrooms	Any students or staff outside the classroom, such as those in hallways or using the restroom, should proceed to the nearest occupied classroom and remain there with the class.
Staff and Students Outdoors	Staff will quickly and quietly guide students outside back into the nearest building, then follow the lockdown procedure.

Security and Fire Evacuation Protocol	<p>Lockdown Procedure: once the lockdown alarm is activated the Tech Block & West Block main doors will lock down by the Paxton security system. Other buildings that do not have Paxton fitted to the doors: Do not lock doors.</p> <p>Fire Evacuation Consideration: In the event of a fire evacuation, locked doors equipped with the Paxton system will unlock automatically on both campuses. Ensure that only appropriate doors are locked to allow for safe and efficient evacuation. Fire exit doors must not be blocked or locked.</p> <p>In the event of the fire alarm sounding during a lockdown fire alarm procedures will override lockdown procedures. and all persons must evacuate to the assembly point.</p>
Communication Protocols	<p>Radios: Ensure that radios are carried at all times to maintain open lines of communication.</p> <p>Earpieces: Use of earpieces to receive and transmit updates discreetly and efficiently.</p> <p>Laptops: Keep your laptop nearby for communication updates and any necessary documentation or data access.</p>

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- All staff and students must remain in their lockdown positions until the "all-clear" signal is given. The all-clear will be identified by, **Pulsed siren alarm/ Blue flashing Light** indicating the end of the lockdown. Until this signal is heard, everyone should remain in position, keeping calm and quiet.
- In the event that evacuation is necessary, the fire alarm will be sounded.
- As soon as the lockdown is lifted, teachers should return to their base classrooms, conduct a roll call and immediately notify the office of any students who are not accounted for.

This ensures that everyone is safe and allows any missing persons to be quickly located.

Parent Notification Protocol During Lockdown

Persons	Action
Steve Topazio/ Josh Buckingham - Initial Parent Notification	<p>Initial Parent Notification:</p> <p>Parents will be notified as soon as it is practical via the school's communication systems (phone calls, emails, or text messages). The message will include:</p> <ul style="list-style-type: none"> • Essential information about the situation. • Reassurance regarding the safety of their children. • Instructions for parents on any actions they need to take.
Steve Topazio/ Josh Buckingham -	<p>Collection of Children:</p> <ul style="list-style-type: none"> • Depending on the severity of the situation, parents may be instructed not to collect their children immediately, as doing so could put both them and their child at risk. This decision will be

	<p>made in consultation with emergency services and communicated to parents as soon as possible.</p> <ul style="list-style-type: none"> ● If parents are advised not to collect their children, the school will continue to ensure the safety of all students and staff until it is safe to release them. ● Parents will be updated regularly with information on when it is safe to collect their children.
Steve Topazio/ Josh Buckingham -	<p>Lockdown Procedure:</p> <ul style="list-style-type: none"> ● During a lockdown, students will not be released to parents. The primary focus will be on ensuring the safety and security of everyone on the premises. ● Once the lockdown is lifted and it is deemed safe, the school will follow appropriate procedures for the safe release of students. ● Students will remain in lockdown positions until the all-clear is given.
Steve Topazio/ Josh Buckingham -	<p>Post-Incident Communication:</p> <p>After any serious incident, the school will send a letter to parents/carers at the earliest opportunity to explain the context of the lockdown. This letter will include:</p> <ul style="list-style-type: none"> ● The reason for the lockdown. ● The actions taken to ensure the safety of students and staff. ● Any additional safety measures that will be implemented moving forward. <p>The letter will emphasise the importance of following school procedures and encourage parents to support the school's actions during these rare but necessary events.</p>
Steve Topazio/ Josh Buckingham - relative Campuses	<p>Reassuring Parents:</p> <p>The school will make every effort to reassure parents about the safety of their children during a lockdown, providing them with:</p> <ul style="list-style-type: none"> ● Clear details about the steps taken during the lockdown. ● Information on the involvement of local authorities and emergency services. ● Ongoing communication to keep parents informed of the situation.
Steve Topazio/ Josh Buckingham - relative Campuses	<p>Request for Cooperation:</p> <ul style="list-style-type: none"> ● Parents should not come to the school during a lockdown. This could obstruct emergency services and may inadvertently put everyone at greater risk. It is vital that access points remain clear to facilitate the swift and safe response of emergency personnel. ● Parents are asked to wait for the school's notification about when it is safe to collect their children and where this will take place.

Steve Topazio/ Josh Buckingham - relative Campuses	Standard Lockdown Message to Parents: <ul style="list-style-type: none"> During a lockdown, parents will receive the following message: <p>“The school is currently in a full lockdown situation. During this period, the Reception and entrance will be unmanned, external doors will be locked where appropriate and nobody is allowed in or out. Please do not attempt to come to the school until you are notified that it is safe to do so. We will provide further information when it is appropriate and safe.”</p>
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Emergency Services

It is important to keep lines of communication open with Emergency Services, as they are best placed to offer advice as the situation unfolds. Depending on the severity of the incident that has triggered the lockdown, the school site may or may not be cordoned off by Emergency Services.

Emergency Services will also support the decision of the Head Teacher regarding the timing and content of communication with parents. They will advise on when it is safe to contact parents/carers and provide further guidance as necessary. The Head Teacher, in coordination with Emergency Services, will ensure that information is shared in a timely and accurate manner to keep parents informed while prioritising the safety of everyone involved.

Procedure for Lockdown During Evening Hours or School Events:

In the event of an incident during evening hours when students are attending clubs, rehearsals, revision sessions, school events, or when community users are using the school facilities on either campus, the following procedure should be adhered to:

Whom	Action
Head teacher or Senior Leader's Responsibility	<p>The Head teacher, Head of School, or another member of the Senior Leadership Team (SLT) will contact the Senior Site Manager to inform them of the nature of the incident and the action required.</p> <p>Communication with PA and Media Lead: The senior member of staff will notify the Head's PA and Media Lead so that relevant messages can be sent out to the appropriate stakeholders (staff, parents, community users, etc.)</p>
Senior Site Manager's Responsibility	<p>Activation of Lockdown: The Senior Site Manager will contact the evening site team on both campuses and inform them that the lockdown procedure needs to be initiated.</p>
Site Team's Responsibility	<p>The site team will proceed with the lockdown procedure immediately upon receiving the alert.</p> <p>Identification of People on Site: The site team will identify all individuals still present on the campus, including staff, students, parents, and community users.</p>

	<p>Site team will use available records (e.g., SIMS or attendance logs) to verify the number and identity of individuals present on site.</p> <p>Designating Safe Rooms: The site team will identify safe rooms for staff, students, parents, and community users. These rooms must be secure, easily accessible, and equipped with a telephone and access to SIMS (or other communication systems) to maintain contact with the senior team during the lockdown.</p> <p>Evacuation of Non-Essential Personnel: If needed, the site team will support persons leaving the site safely in a controlled manner.</p> <p>Communication and Updates: At each step, the site team must maintain clear lines of communication with the Head teacher or other SLT members to ensure they are kept informed of the situation and any developments.</p>
Senior Leader's Responsibility	<p>The senior leadership team will continue to manage the overall response, ensure that safety protocols are being followed, and provide guidance on any further actions required.</p> <p>The senior leadership team will continue to manage the overall response, ensure that safety protocols are being followed, and provide guidance on any further actions required.</p> <p>Lockdown Procedure Continuation:</p> <p>Once lockdown procedures are in place, all individuals on campus will remain in their designated safe rooms until the all-clear signal is given by the Head teacher or the emergency services.</p> <p>Communication should continue to flow to ensure that all staff, students, and other individuals are accounted for and safe.</p> <p>Post-Incident Actions:</p> <p>After the lockdown, a debrief will take place with all relevant staff to review the effectiveness of the response and make any necessary improvements to procedures.</p> <p>Support services will be available for staff and students affected by the incident, including counselling or emotional support as required.</p>
<p>This procedure ensures that the school can quickly and efficiently respond to emergencies during evening hours or when external groups are on-site, while maintaining clear communication and prioritising the safety of everyone involved.</p>	