

Shotley Bridge Primary School

Lockdown Procedure



September 2026

Approved by: Governing Board

Date: Ratification will be completed by October 2026

Last reviewed on: September 2026

Next review due by: September 2027

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher Vicky Atkinson or Deputy Headteachers Natalie Dryden Anna Reid	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Ring Emergency Services	Use personal mobile number Walkie Talkie
Office Staff	Communicate with parents Ring Emergency Services	Use personal mobile number Walkie Talkie
Teachers and Teaching Assistants	Bring class pupils to classroom or other place of safety. Take laminated register and stay with pupils.	Extension numbers where classrooms have them
Site manager and caretaker (or available staff if site manager and caretaker are off site)	Make sure all access points are secured across both sites. Ring Emergency Services	Use personal mobile number Walkie Talkie
PWBL – Deborah Lee (or available staff if visitors are in their presence)	Escort visitors to agreed safe place Ring Emergency Services	Use personal mobile number Walkie Talkie

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
- Dedicated 'lockdown' alarm tone is a continuous whistle - Internal messaging system will be via Teams – all staff to check to find out the nature of threat	Internal messaging system will be via Teams – all staff to check to find out when lockdown ceases.

Security lockdown plan

Our safe assembly points	Intruder on/around the premises – designated assembly point will be classrooms for teachers/TA's and pupils. Visitors and admin staff will be school office (if visitors are present in classrooms, they stay there). Should there be a threat or issue identified on one particular site (infant or junior building), it may be necessary to decamp all individuals from that site to the other. This will be communicated via the internal communication method (Teams) and only if it safe and pertinent to do so.
Secure entrance and exit points	Premises Manager/Caretaker/SLT/Office staff to take action in securing the main entrance doors using a key (all other doors are not accessible from outside). This will prevent intruders from accessing the buildings.
Bring pupils inside	A continuous whistle will sound for any lockdown scenario that requires all individuals to be inside of the building. Upon hearing the continuous whistle, all adults should take responsibility for bringing pupils inside to the nearest most accessible classroom if outside at the time. Teachers/TA will take register of their own groups of children when safely inside.

Steps to increase protection	• Lock/shut and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobiles phones and electronic devices are on silent (you will need them for updates on Teams) • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud) • Close windows
Internal communication during a lockdown	Staff should communicate internally via Teams/personal mobile phones. Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents during a lockdown	School offices to communicate with parents via Arbor messaging system to ensure communication reaches all parents. Parents will be told not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	Follow PEEPs as normal wherever possible.
Evacuation plan, if needed Remember that it is very much the exception to evacuate the building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	Normal school fire alarm will be sounded if evacuation of the building is required Normal fire assembly points will be used unless there is a need to evacuate to the other school site (Lower or Upper). This will be communicated via Teams.

Security lockdown drills	Drills will be undertaken every academic year
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Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure (including locking main entrance doors)		
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds		
Turn off the lights		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the 'all clear' has been given, or until you're told to evacuate by the emergency services		