



Lockdown Procedure Policy

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| Date | June 2025 |
| Written by | Lulu Stanier-Martin |
| Approved by | Executive Headteacher |
| Approval date | June 2025 |
| Review date | June 2027 |

Security lockdown procedure

Staff responsibilities

| STAFF MEMBER | RESPONSIBILITIES | EMERGENCY CONTACT NUMBER |
|--|---|--------------------------|
| Executive Headteacher (Executive Headteacher will fulfil this role when in school, otherwise it will be carried out by the Head of School or Assistant Headteacher) | <i>Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.</i> | |
| Assistant Headteacher/Head of School School Business Manager | <i>Escort visitors to agreed safe place. Communicate with parents / carers. Inform LA</i> | |
| Operations Manager | <i>Contact Forest School Leader to inform them to access KA grounds and make their way to KA</i> | |
| Office staff | <i>Contact any class offsite to alert them and request they remain offsite until informed of the all clear</i> | |
| Teachers and support staff | <i>Bring class pupils to classroom or other place of safety. Take register and stay with pupils.</i> | |
| Site managers | <i>Make sure all access points are secured.</i> | |

Security lockdown signals

| ALARM OR SIGNAL FOR LOCKDOWN | SIGNAL FOR ALL CLEAR |
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| <ul style="list-style-type: none"> <i>Dedicated 'lockdown' alarm tone: Five 2 second bursts of school bell</i> <i>Word of mouth</i> <i>Walkie Talkies</i> | <ul style="list-style-type: none"> <i>Dedicated 'lockdown' alarm tone: Five 2 second bursts of school bell</i> <i>Word of mouth</i> <i>Walkie Talkies</i> |

Security lockdown plan

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|---------------------------------|---|
| Our safe assembly points | <ul style="list-style-type: none"> <i>Classrooms</i> <i>Offices</i> |
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| Secure entrance and exit points | <ul style="list-style-type: none"> • Classroom windows and doors to be secured • All exits to be secured • School gates closed and locked |
| Bring pupils inside from the playground and/or outside class areas | <ul style="list-style-type: none"> • Staff on duty to bring pupils back to classrooms as quickly as possible • Staff on breaks to return to classroom • Pupils on off-site visits – reception staff to phone them to alert and to remain off site |
| Steps to increase protection | <ul style="list-style-type: none"> • Lock and screen doors • Windows locked and blinds pulled down • Position children away from sightlines from external and internal doors and windows |
| Internal communication during a lockdown | <ul style="list-style-type: none"> • Email • Class phones |
| Communication with parents during a lockdown | <ul style="list-style-type: none"> • Parent Mail • Class Dojo • Parents / carers asked 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 until asked to do so. |
| Arrangements for pupils or staff with additional needs | <ul style="list-style-type: none"> • Emergency medication in classroom to be ready in red bags in preparation for evacuation if needed • Pupils who are wheelchair users to be returned to their wheelchairs asap |
| Evacuation plan, if needed Remember that it is very much the exception to evacuate a 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. | Name: Kempston Academy Type of venue: School Contact name and number: Mrs Victoria Clayton – School Manager Mr Paul House - Headteacher Hill Rise, Kempston Bedford MK42 7EB Location: Adjacent to Ridgeway School. Distance from school: 5 minute walk |
| Security lockdown drills | Once a term Letter to parents explaining lockdown procedures. Procedures displayed on website under safeguarding |

Lockdown drill action checklist

| Step | Time | Signed |
|---|------|--------|
| Sound bell (five 2-second bursts of school bell) and begin lockdown procedure | | |
| 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 and curtains | | |
| Pupils who are out of wheelchairs to be returned to wheelchairs | | |
| Emergency medication to be put in red bag with pupil contact details | | |
| Position children away from sightlines from external and internal doors and 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 | | |