



Gloverspiece Minifarm & School



Lockdown Policy

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Rationale

All educational settings should consider the need for robust and tested lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, students and visitors within the site. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. On very rare occasions it may be necessary to seal off the school building so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard within the site and the surrounding area. This policy should be read in conjunction with the Safeguarding and Health & Safety policies.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Notification of Lockdown and Procedure – Gloverspiece

Staff will be notified that lock down procedures are to take place immediately, by sounding the evacuator alarm. This is to alert all school and farm students and staff, service users, visitors, volunteers and contractors in proximity of the school building to make their way as quickly as possible to the building for lockdown.

Follow the CLOSE procedure:

- Close all windows and doors
 - Lock up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
1. The above signal will activate a process of students being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
 2. At the given signal, the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

Students, adults (e.g. volunteers, visitors etc) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.

Adults and students will be instructed to remain in the secure area however, exceptions may be made where there is an immediate medical or safeguarding need, under the direction of senior staff or emergency services.



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NO ONE SHOULD MOVE ABOUT THE SCHOOL BUILDING.

1. Staff to support students in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff, i.e. Headteacher, Senior Leadership Team, in person that there is an all clear.
3. As soon as possible after the lock down a member of SLT will conduct a register and notify the Headteacher immediately of any students, staff, visitors not accounted for.

If school and farm students and staff, service users, visitors, volunteers and contractors are located at the top of the track or the adjacent fields when the evacuator alarm is sounded, they are to make their way as quickly and quietly as possible to the garage or shed. They are to then follow the CLOSE procedure.

Due to distance and the safety risks regarding the inability of accessing the school building quickly, staff, school and farm students, service users, visitors, volunteers and contractors who are located at the bottom of the track or on the top fields are to make their way calmly and quietly to the orchard for concealment or towards Churchfields. Staff are to phone the emergency services, raising the alarm and message/email a member of SLT only when safe to do so.

Staff Roles

1. Headteacher/CEO or member of SLT in charge, in her absence, will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. A register of all students, staff, visitors to be taken if safe to do so.
3. Headteacher, member of SLT or School Business Manager to call police and Local Authority if necessary.
4. If a student group is out of school e.g. at the leisure centre, church or on a trip, office staff will call the trip leader and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
5. Senior staff and teachers will (as best they can) keep a calm atmosphere in the classroom, the students engaged in a quiet activity or read a story and keep alert to the emotional needs of the students.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.



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Notification of Lockdown and Procedure – Dilmore

The same lockdown procedures as Gloverspiece are to be observed, however due to the change of building and location, the following amendments are to be followed:

1. The evacuator signal will activate a process of students being ushered into the building as quickly as possible if they are outside and the locking of the main doors, patio/French doors and the closing of all curtains / blinds where it is possible to remain safe.
2. At the given signal, the students quietly leave the room they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible. Students, staff and any visitors are to be directed to the hallway/corridor so that they are positioned away from possible sightlines from external windows/doors and remain in the area.
3. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode. Students and staff are to remain silent for the duration of lock down
4. No adult or student to leave the room for any reason whilst in lock down.
5. The Assistant Headteacher or leading member of staff onsite, will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
6. The Assistant Headteacher or leading member of staff will call the emergency services, dialling 999 as soon as possible and safe to do so.

Notification of Lockdown and Procedure – Gate House

The same lockdown procedures as Gloverspiece are to be observed, however due to the change of building and location, the following amendments are to be followed:

1. The evacuator signal will activate a process of staff calmly ushering children into the building, as quickly as possible if they are outside and following a head count/register, a member of staff is to lock all doors from the inside,
2. At the given signal, staff are to escort the children into either the office or breakout/cloakroom as they offer the least risk of exposure due to high windows and out of direct sightline from the outside. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode
3. No adult or student to leave the room for any reason whilst in lock down
4. Staff are to encourage the children to remain as calm and quiet as possible, e.g. reassuring the children with quiet activities (singing softly, quiet games) to help maintain silence.
5. Gate House Manager, or leading member of staff onsite, will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
6. Gate House Manager or leading member of staff will call the emergency services, dialling 999 as soon as possible and safe to do so.



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Communication with Parents/Carers

If necessary, parents/carers will be notified as soon as it is practical to do so.

Parents/carers will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their child from school as it may put them and their child at risk.

Students will not be released to parents/carers during a lock down.

Parents/carers will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place students can be picked up from the office staff or the emergency services.

An email or letter to parents/carers will be sent home on the nearest possible day following any serious incident to inform parents/carers of the context of the lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. The Health and Safety manager will ensure lockdown drills are recorded, reviewed and any actions are implemented, with oversight from the Headteacher/proprietor. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Staff-only refresher briefings may take place more frequently as part of ongoing safeguarding training.