Broomhill Primary School

Lockdown Policy

Approved by:	Mr. Craig Priday	**Date:** 23rd October 2026
Last reviewed on:	November 2026	
Next review due by:	November 2027	

Rationale

As part of our health and safety policies and procedures, the school has a lock down policy. 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, parents, or visitors. Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Reasons to Implement a Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school.
- Bomb threat notification.
- Suspicious package found on premises.
- Notification of an escaped prisoner / convict in the area.
- A major fire in the vicinity of the school.
- The proximity of a dangerous animal / dog roaming loose.
- A swarm of bees, wasps, or hornets.
- Dense fog where pollution could cause breathing difficulties.
- Wild animals on site e.g., foxes.
- Volcanic Ash Cloud.
- Notification of a fire in the area.
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school.
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents.
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare).

NaCTSO (National Counter Terrorism security Office) Guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security: Most bomb threats are made over the phone, and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous, or unconvincing must be reported to the police. Be alert but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of Lock Down

Partial Lockdown

A partial lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate and need to revert to a full lockdown. You will be informed of a partial lockdown by a verbal message from the DSL or DDSL.

Full Lock Down

Staff will be notified that lock down procedures are to immediately take place on hearing the full lockdown notification from the DSL or DDSL.

Verbal communication is kept to essential communication. Staff to remain in lock down positions until informed by key staff or emergency services that there is an all clear.

Communication with Parents

The school's lockdown procedures will be published on the school website and routine practices communicated with parents by letter / email with information regarding the effectiveness of the procedure.

A Real Event

Any incident or development will be communicated to parents via Class Dojo as soon as is practical (template ready on school system in the event of a lockdown):

"Broomhill Primary School is in a lockdown situation. During this period the phones, office and entrances will be unmanned, external doors locked. Please do not attempt to come to school: emergency services are on their way. Please wait for further instructions and information and please try to stay calm, staff are trained and following procedures."

Parents will be given enough information about what will happen/is happening or has happened 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 their safety.

Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.

Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents, or Local Authority. Parents reminded not to use social media to scaremonger.

Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).

Parents will be informed when the "all clear" has been given by emergency services. It is important to keep lines of communication open with outside agencies and the 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.

Emergency Services will support the decision of the DSL regarding the timing of communication to parents.

Depending on their age students should also be aware of the plan. Regular practices like Fire Evacuation Practices will increase their familiarity, this will include assemblies and social stories.

Further Action after the Lockdown

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances. Senior Leadership Team reviews the full lockdown procedure for its effectiveness and make changes as necessary. In-Evacuation / Lockdown Drills Practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.