



Title	Lockdown Policy
School	Tillington Manor Primary School
Head Teacher	Kelly Brockhurst
Academy	Perry Hall Multi-Academy Trust
Author	Kelly Brockhurst
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Approved By Name	Simon Rowland (Chair of Governors)
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As part of a government directive we have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

In the event of an actual lockdown parents will be notified by Class Dojo as soon as it is reasonably possible.

Tillington Manor School 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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The school's lockdown plan is as follows

Signals	
Signal for lockdown	Alert to staff: 'Full lockdown' via a continuous whistle and activating the Arbor system if possible.
Signal for all clear	Same whistle sound as alert to "Full lockdown"
Lockdown	
Areas/rooms for lockdown	<p>All classes remain in own classrooms.</p> <ul style="list-style-type: none"> • Lock the door. • Lock windows. • Draw blinds. • Take a head count. • If possible cover up the glass on the door/s. • Keep pupils calm and reassured. • Be alert for further communication.
Entrance points (e.g. doors, windows) which should be secured	<ul style="list-style-type: none"> • Main External doors. • Fire Doors. • Internal doors. • All windows.
Communication arrangements	<ul style="list-style-type: none"> • Mobile phones if accessible.
Notes	<p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p> <p>Evacuation is to St Bertlin's church, Stafford.</p>
Initial Response Lockdown	
All available staff	Ensure all pupils are inside the school building.

<p>Class Teachers SLT</p>	<ul style="list-style-type: none"> • Lone pupil, e.g. those who may be going to the toilet or delivering a message to the office etc. are advised to make their way to the nearest lockable area, i.e., office/s toilet cubicle or if safe to do so return to class • Pupil's and staff that are on the school field when a lockdown occurs are to get to the nearest internal area where they are to remain until further notice • To take cover, if necessary under tables
<p>Office staff SLT All staff Site Manager</p>	<ul style="list-style-type: none"> • Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. • If evacuation of the school office is necessary: take the yellow Emergency bag to a safe area.
<p>Office staff SLT Site Manager</p>	<ul style="list-style-type: none"> • Dial Emergency Services <p>School's Emergency' phone Number: 01785 337500</p>
<p>All staff Class Teachers SLT Office staff Site Manager SLT</p>	<ul style="list-style-type: none"> • Ensure people take action to increase protection from attack: • Block access points (e.g. move furniture to obstruct doorways). • Sit on the floor, under tables or against a wall. • Keep out of sight, draw curtains / blinds. • Turn off lights. • Stay away from windows and doors. • Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. • If possible, check for missing / injured pupils, staff and visitors. • Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Procedures

- Staff will be alerted to the activation of the plan through continuous whistle, and alerts on Arbor.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for by mobile phone and instigate an immediate search for anyone missing, (if reasonably possible).
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services, Perry Hall MAT and Staffordshire County Council via mobile phone.
- Parents will be notified as soon as it is practicable to do so via Class Dojo.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity ceases immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be shared via the school website.
- In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen 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.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come and get their child and where this will be from.

In the event of a lockdown parents will be informed that:

Tillington Manor Primary School is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

Emergency Services

It is important to keep lines of communication open with 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 Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Staffordshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Date: September 2025

Review date: July 2026 or as required.