



Lock Down Policy

Policy Devised	February 2025
Policy Renewed	February 2026

Purpose of This Policy

As part of our Health and Safety policies and procedures the **Star Light Alternative Provision** has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent on causing harm/damage and bomb threats or suspected terrorist activity.

NaCTSO (National Counter Terrorism Security Office) Guidance In January 2016,

Bomb Threats

Procedures for handling bomb threats. 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 the police will respond.
- You should always consider their advice before a decision is taken to close or evacuate.
- A decision is made to instigate lockdown; staff will be notified lockdown procedures are to immediately take place on hearing 'Attention Lockdown' this message will be communicated via the walkie talky system, or verbally with a senior member of staff informing each room on the corridor/floor, Ground floor- Art Room, relax zone, sensory room, eatery/kitchen, first Floor media classroom or first floor zone B, Garden area and computer block .
- The internal phone system may also be used by a member staff who will inform adults by stating 'ATTENTION LOCKDOWN' then that member of staff must secure themselves in the final room.

Procedures for lockdown

- These signals will activate a process of students being ushered into the building if in the outside areas as quickly as possible.
- The main school door should be locked by a member of staff in the front of school and any visitors escorted out the meeting room. Reception should be evacuated if safe to do so by entering the relax zone next to the office. Admin Staff to enact lockdown actions in Reception Office.
- Dial 999 and request Police
- 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 screened, where possible and student are positioned away from possible sightlines from external windows/doors. Screens to be turned off and classroom lights should be switched off if safe to do so. Remain calm and remember not to discuss details with the students but reassure them.
- Any student or staff member not in class, for any reason, will proceed to the nearest occupied room and remain with the students and staff. All visitors on site will also join the student and staff in the main classroom or other designated room. Where possible, the ground floor should be evacuated.
- Staff should take a headcount of the students and message the head teacher or equivalent if it is safe to do so.

No one Should Move Around the School.

Staff to support students in keeping calm and quiet.

- Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, the authorities that there is an all clear.

- As soon as possible after the lockdown staff return to their base rooms and conduct a register and notify the School Office immediately of any student not accounted for. Staff Roles:

- Admin office staff ensure that their office(s) are locked and police called, if necessary.
- Ensure the front door is locked, the corridor door is locked and floor 1 media classroom and zone B.
- If the incident occurs at lunch time, support staff to escort all students immediately to the computer suite or Media classroom, supported by all school staff who are on site. Then lockdown proceeds as recorded in this document.
- Staff out of lessons to go immediately to the nearest classroom.
- Members of the Senior Leadership Team will ensure they collect their mobile phones on route to the lockdown areas to enable communication with people outside the building.
- Video entrance or school buzzer entrance must not be opened until we have the all clear from the emergency services. **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

Communication with parents

- If necessary parents/carers will be notified as soon as it is practical to do so via the school's established communication network website/e-mail/ text/call.
- Depending on the type and severity of the incident, parents/carers may be asked not to collect their student from school as it may put them and their child at risk.
- Students will not be released to parents/carers during a lockdown.
- 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 lockdown, parents/carers will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.
- A letter to parents/carers will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their child the importance of following procedures in these very rare circumstances.
- Lockdown drills Lockdown 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.

Additional information Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/> Page 5
Bomb threat checklist

[http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb
threatchecklist.pdf?epslanguage=en-gb](http://www.cpni.gov.uk/documents/posters%20and%20checklists/bombthreatchecklist.pdf?epslanguage=en-gb)

Lockdown checklist [https://www.gov.uk/government/publications/school-and-college-](https://www.gov.uk/government/publications/school-and-college-security)
security Lockdown guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_
data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)