



Rushwick C of E Primary School

Ask, Seek, Knock

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. Matthew 7:7.

Lockdown Policy and Procedures

Last reviewed on: October 2025

Next review due by: October 2027

'Ask, Seek, Knock'

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. Matthew 7 Verse 7.

Inspired by the teachings of Jesus, we encourage everyone to thoughtfully ask, graciously seek and courageously knock. Recognising each of us as a unique child of God, we seek to make a difference believing that the door will be open for all to flourish in our Rushwick School family.

Rushwick Primary School is an academy within the Diocese of Worcester Multi Academy Trust. 'To Love, To Learn, To Serve' sums up the DoWMAT's vision for those who come together to create the MAT, enabling all to flourish both as individuals and in community with each other; living life in all its fullness (John 10:10).

Equality and Diversity Statement

At Rushwick CE Primary School and Pre-School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

Rationale

As part of our health and safety policies and procedures, the school has a lock down policy.

On very rare occasions it may be necessary to seal the school off so that it cannot be entered from the outside. This will ensure that pupils, 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 where there are serious security risks on the premises e.g. nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intending to cause harm or damage.

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

Staff will be notified that lock down procedures are to immediately take place on hearing a [continuous whistle/bell](#).

Procedures

- Office staff are to make sure the front entrance disabled door is locked
- Headteacher / Deputy Head will ensure other external doors are locked.
- School Administrator will get the school phone or use own mobile phone and contact the police.
- Entrance door to be opened by the Headteacher or School Administrator only.
- The signal of the continuous whistle/bell will activate a process of Pupils being ushered in to the school building if on the playground or field.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Pupils and staff will remain in the hall throughout lockdown. Staff will ensure windows and doors are closed.
- A roll call will be taken using the fire registers once in lockdown positions.
- Office staff and caretaker to remain in the hall with the carry bags. There is a laptop in the hall which can be used to access Arbor.
- Once the police are called the School Administrator will hand out the registers.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

Staff Roles

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by a senior member of staff or the emergency services that there is an all clear.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.
- School Administrator ensure that the front entrance door is locked and police called if necessary.
- Head teacher to shut and lock the outside and shut the inside office door.
- Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows. Nearest adult to check exit doors in KS2/KS1/EYFS are locked.
- TA's supporting pupils with additional needs should follow the procedures set out above and ensure the safety of the pupil

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

- If necessary parents will be notified as soon as it is practical to do so via the school online system.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown
- Parents will be asked not to call school as this will tie up emergency lines
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services
- 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

Practise Lockdown drills

Practises will take place once a term 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. Pupils and parents/carers will be informed and educated about the procedures to follow. Lockdown drills will be recorded similar to fire drills.