Lock Down Policy

Published: November 2019

OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another

Vision

Policy owner	White Trees School	**Last review**	June 2026
Date Created	August 2024	**Next review**	June 2027

Introduction

White Trees Independent School is committed to safeguarding and promoting the welfare of all pupils, staff, visitors and contractors.

The school recognises that incidents may arise which require immediate protective action to safeguard individuals from harm. Such incidents may include:

- Hostile intruder events
- Terrorist incidents
- Violent behaviour
- Weapons-related incidents
- Serious criminal activity
- Dangerous animals
- Chemical or environmental hazards
- Community disorder
- Police incidents in the locality

This policy establishes the procedures to be followed during any situation requiring evacuation, invacuation or lockdown of school premises.

The policy reflects the requirements of:

- Independent School Standards (Part 3 Welfare, Health and Safety)
- Ofsted Inspection Framework
- Keeping Children Safe in Education
- Martyn's Law (Terrorism Protection of Premises Act 2025)
- Health and Safety Legislation

Aims

The aims of this policy are to:

- Protect pupils, staff and visitors from harm.
- Establish clear emergency procedures.
- Ensure all staff understand their responsibilities.
- Minimise panic and confusion during emergencies.
- Support pupils with SEND, SEMH and trauma-related needs.
- Maintain effective communication during incidents.

- Enable rapid recovery following an emergency.

3. White Trees Context

White Trees Independent School provides education for pupils with:

- Social, Emotional and Mental Health needs (SEMH)
- Autism Spectrum Condition
- ADHD
- Anxiety disorders
- Trauma backgrounds
- Attachment difficulties
- Complex SEND

Leaders recognise that emergency procedures must be adapted to support vulnerable pupils and reduce unnecessary distress.

Lockdown procedures will therefore be implemented in a trauma-informed and proportionate manner.

4. Martyn's Law Responsibilities

White Trees recognises its responsibilities under Martyn's Law and will:

- Undertake annual terrorism risk assessments.
- Consider hostile intruder risks within site risk assessments.
- Maintain secure access control arrangements.
- Train staff in hostile intruder awareness.
- Review emergency communication systems.
- Ensure visitors understand emergency arrangements.
- Conduct periodic lockdown exercises.
- Liaise with police and emergency planning partners when appropriate.

The school adopts the principles of:

Prevent

Reducing vulnerabilities and opportunities.

Prepare

Training staff and rehearsing procedures.

Protect

Securing people and premises.

Respond

Managing incidents effectively.

5. Definitions

Evacuation

Evacuations are about moving people outside the building to protect from a threat in the building.

- Full evacuation – evacuating everyone at once
- Partial evacuation – evacuating part but not all of a site. For instance, if you have more than one building on your site, you may not need to evacuate all buildings. Keeping people within buildings not directly targeted may provide some protection from flying glass and debris in the case of a bomb threat or that you can lockdown that building in the case of someone armed intending to cause harm
- Phased evacuation – evacuating people in order, often with the closest people to the threat evacuated first. This should be considered to reduce crowding of exit routes
- Directional evacuation – advising evacuating people to only use certain exit routes, to avoid sending people closer to the threat.

Invacuation

A precautionary response where there is a potential threat nearby but no immediate danger within school.

Examples include:

- Police activity nearby.
- Dangerous dog.
- Missing person search.
- Community disturbance.
- Environmental hazard.

Teaching and learning continue whilst movement is restricted.

Lockdown

A response to a specific and credible threat presenting immediate risk.

Examples include:

- Intruder on site.
- Weapon incident.
- Terrorist threat.
- Violent individual.
- Armed police operation nearby.

Movement ceases immediately and protective actions are implemented.

All Clear

Only issued by:

- Headteacher
- Senior Leader in Charge
- Emergency Services

No individual should leave secure locations until authorised.

6. Roles and Responsibilities

Executive Headteacher

Responsible for:

- Declaring lockdown.
- Liaising with emergency services.
- Strategic decision making.
- Communication with proprietors.
- Authorising all-clear.

Deputy Headteacher / Site Lead

Responsible for:

- Declaring lockdown.
- Operational management.

- Site security.
- Staff coordination.
- Attendance confirmation.

DSL

Responsible for:

- Safeguarding oversight.
- Monitoring vulnerable pupils.
- Recording concerns on CPOMS.
- Supporting post-incident welfare.

All Staff

Responsible for:

- Following instructions immediately.
- Supervising pupils.
- Maintaining calm.
- Securing learning areas.
- Reporting concerns.

7. Lockdown Procedures

Invacuation

The Senior Leader will announce:

"Invacuation. Secure the building."

Staff will:

- Bring pupils indoors.
- Secure external doors.
- Continue lessons.
- Restrict movement.
- Monitor communications.

Visitors remain within secure areas.

Lockdown

The Senior Leader will announce:

"Lockdown. Implement lockdown procedures immediately."

Staff will:

Secure

- Lock doors.
- Close windows.
- Switch off lights where appropriate.
- Close blinds.

Hide

- Move pupils out of sight.
- Use solid walls and barriers.
- Avoid visibility from windows.

Silence

- Silence mobile phones.
- Silence electronic devices.

Protect

- Barricade doors if safe and appropriate.
- Remain quiet.
- Await instructions.

No one leaves secure locations unless directed by emergency services.

8. Dynamic Response Principles

Staff should understand that the safest response may vary depending upon circumstances.

The school adopts the principles of:

Evacuate

If safe escape is possible.

Hide

If evacuation is unsafe.

Secure

Lock, barricade and protect.

Defend

Only as a last resort where life is in immediate danger.

Staff safety remains paramount.

9. Emergency Services

When contacting emergency services staff should provide:

- School name.
- Site location.
- Nature of threat.
- Number of people involved.
- Known injuries.
- Description of suspect(s).
- Current actions being taken.

Emergency services take control of the incident upon arrival.

10. Visitors and Contractors

All visitors and contractors must:

- Follow staff instructions immediately.
- Remain in secure locations.
- Participate in emergency procedures.

Visitor information will include lockdown arrangements.

11. Educational Visits and Off-Site Activities

Visit leaders must:

- Conduct risk assessments.
- Follow venue emergency procedures.
- Contact school leadership immediately.

- Account for all pupils.

The principles within this policy apply equally during off-site activities.

12. SEND and SEMH Considerations

White Trees recognises that lockdown situations may be particularly distressing for pupils with SEND and SEMH needs.

Staff should:

- Use calm, reassuring language.
- Avoid unnecessary alarm.
- Consider sensory needs.
- Follow individual risk assessments.
- Provide reassurance after incidents.
- Use known regulation strategies.

Where appropriate:

- Ear defenders may be used.
- Fidget tools may be available.
- Identified safe adults may support regulation.

13. Communication

Internal Communication

Methods may include:

- Mobile phones
- Google chat
- Microsoft Teams
- Emergency messaging systems
- Direct verbal instruction

External Communication

Only designated leaders may communicate with:

- Parents
- Media

- Commissioners
- Local Authorities

Information released will be factual and approved by emergency services where necessary.

14. Recovery Following Lockdown

Following any lockdown leaders will:

Welfare Checks

- Account for all pupils.
- Account for all staff.
- Assess injuries.

Safeguarding Review

- Review vulnerable pupils.
- Complete CPOMS records.
- Record safeguarding concerns.

Debrief

- Staff debrief.
- Leadership review.
- Lessons learned.

Parent Communication

Parents will receive timely information regarding:

- Nature of incident.
- Protective actions taken.
- Support available.

15. Training and Exercises

All staff will receive:

- Annual lockdown training.
- Hostile intruder awareness training.
- Induction training.

- Martyn's Law awareness training.

The school will undertake at least one lockdown exercise annually.

Exercises will be adapted to the needs of pupils with SEND and SEMH.

Leaders will evaluate all exercises and identify improvements.

16. Monitoring and Review

The Executive Headteacher will review:

- Lockdown exercises.
- Incident reports.
- Risk assessments.
- Security arrangements.

This policy will be reviewed:

- Annually.
- Following significant incidents.
- Following changes in legislation.
- Following updated DfE or Ofsted guidance.

Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Fire Safety Policy
- Missing Child Policy
- Behaviour Policy
- Positive Handling Policy
- Business Continuity Plan
- Educational Visits Policy
- Visitor Management Policy
- Critical Incident Management Plan

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Head Teacher Sig/Date	



