



Lockdown Procedure

Date	Revised amendment details	By whom
October 2024	Implemented by school	Head Teacher
October 2025	Review subject to any required statutory updates	Principal



Rationale

As part of our Safeguarding and Health & Safety policies and procedures, Griffin Primary School has created a lockdown procedure.

On very rare occasions, it may be necessary to seal off the school, so that it is not possible to enter the interior of the school. 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 activated when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorised persons intent in causing harm/damage.

It is imperative that pupils understand the purpose of lockdown practices in an age-appropriate way.

See script below.

Notification

Staff will be notified that lockdown procedures are to be taken immediately by shouting the word "**Coffee.**"

Procedure

Follow the CLOSE procedure

- Close all windows and doors
- Lock doors where possible
- Out of sight & minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware that you may be in lockdown for some time

The process will be activated, and the children will be ushered into the school building as quickly as possible and the exterior doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lockdown, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. All need to be positioned away from possible sightlines from external windows/doors. Lights, interactive boards and computer screens are to be turned off. Mobile phones are put on silent mode.

Children should remain silent throughout the process. They will usually sit/lie under tables/desks or sit/lie against a wall depending on the space to minimise sight.

Teachers to carry out a headcount and/or register. Children or staff not in class for any reason will proceed back to the class as soon as possible if safe to do so. If able to do so, staff should notify the Admin team if any children are not accounted for in their classroom, through the internal phone system.

If it is not possible to return to any class space, then the nearest enclosed space must be sought.



NO ONE IS TO MOVE ABOUT THE SCHOOL

Staff need to support children to keep them still and quiet (silent where possible), using the script “*We stay still and quiet - we will be safe.*”

Staff will remain in lockdown until informed by the Principal (Deputy, in their absence) that there is an all clear.

The signal word will be “CLEAR”

The Principal will decide the length of the lockdown in the event of a practice, usually 10-15mins.

Staff Roles

1. The Caretaker and Office Team will need to ensure that the office is locked, and police called if necessary.
2. The Caretaker and Office Team to lock the main entrance doors and any other lockable doors and gates within the site,
3. Individual teachers/TAs lock/close classroom doors and windows. Blinds to be pulled down. Nearest adult to check external doors.
4. EYFS Team to lock external playground doors.

Communication with Parents/Carers

- Parents/carers will be notified as soon as it is practical to do so via the school's text service. Parents/ carers will be told: “Griffin is in lockdown. During this period the phones and entrances will be unpersoned, external doors locked and nobody allowed in or out. Please do not come to the school.”
- Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school, as it may put them and their child at risk.
- Children 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 school day is extended due to the lockdown, parents/carers will be notified and will receive information about the time and place children can be picked up from staff or emergency services.
- A letter to parents/carers will be sent home on the nearest possible day following any serious incident to inform them of the context of the lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Practice

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. This begins with staff reading the script (Appendix 2) to their class.



Monitoring of practices will take place by the Principal and Deputy Head, and staff debriefed for positive reinforcement or to identify required improvements.

After a lockdown practice, teachers should read the second part of the script (Appendix 2), answer key/age-appropriate questions from children and then move back to learning as briskly as possible.

Appendix 1: Resources

- **'Moggy's Coming'** is a book that can help you explain lockdown or dangerous situations in a way young children can understand.
- The story is about school mice who deal with emergency situations, and is produced by [citizenAID](#) and the [National Counter Terrorism Security Office](#)
- **Childline** has guidance for children and young people about [what to do if they're worried about the world around them](#).
- The **NSPCC** has guidance on [talking to children who are worried about terrorism](#).

Appendix 2: Lockdown Script

Before Lockdown:

The Elliot Foundation has lots of academies which are located in many different cities, towns and villages across England. Some of our schools are in major cities, like London (us) and Birmingham, and some are in tiny villages. One of our schools is next to a huge shopping centre. One is very close to a major train line, which runs from London to the North of England. One is next to a football stadium. One is right next to Heathrow airport, One is in the middle of fields where cows and sheep graze, so we are a really diverse community. All of our academies are set up in such a way so that we are always kept safe.

Just like when you are at home, your parents/carers lock doors and make sure that where you live is secure. We do the same in all of our schools by having fences and security gates. We have entry phone systems and we have locks on all outside doors.

You practise how to keep safe all of the time, like wearing a helmet when you are out on your bike. You will always have to wear a seatbelt in the car. You are taught how to use a knife safely in the kitchen.

We also practise how to keep ourselves safe in school. Can you remember the last time you had a fire drill, when the alarm rang, and you had to quickly and quietly leave the classroom; you then went and stood away from the building in a safe place?

You practise this so that if there was a fire you would know exactly what to do, where to go, how to act, and hopefully it would not scare you.

Sometimes there are dangers that happen outside of the school building - in the streets or in public places. If there is a danger outside, we will make sure that we stay inside to keep safe. We call this: Lockdown.

There probably will never be a dangerous person in school or dangerous event while you are at school, but it is good to know what to do just in case.

We are going to practise hiding, staying still and being quiet, in case there is someone in school who we have not invited and we need to stay safe from. We will stay away from the



windows, so that if anyone looks in they do not see you - it's a bit like hide and seek. We stay still and quiet - we will be safe.

When we stay still and quiet, the dangerous person will think our classroom is empty and will go away.

When a lockdown is activated, everyone will all be totally silent and sit under the desks/tables. The Teacher will lock the door. We stay still and quiet - we will be safe.

It is okay to feel nervous or scared. This is just a practice and nothing is really going to hurt you. We stay still and quiet - we will be safe.

After Lockdown:

So, in all of our schools we practise lockdown, which is all about how to stay safe inside the school building. We stay still and quiet - we will be safe.

If we were in a different room, we would do the same - stay still and quiet, under a desk and away from the windows.

The thing to always remember is that you do not need to be afraid. We practise keeping safe, so that you are ready to act quietly and sensibly if you were ever in a real emergency.