Corfe Hills School

High Expectations | Exceptional Individuals

Lockdown Policy

Approved by:	Headteacher
School Lead:	Deputy Headteacher
Date:	September 2026
Next review due by:	September 2027 (Annually)
Version number:	2026.1
Status:	Management
Where published:	Staff Team Documents \ Policies \ Website

Company Registration Number:
07536911 (England and Wales)

INTENTIONALLY LEFT BLANK

1.0 Introduction

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students, staff and visitors in the school. Our lockdown procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students, staff and visitors.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to students, staff and visitors in the school).
- An intruder on the school site (with the potential to pose a risk to students, staff and visitors).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud).
- A major fire in the vicinity of the school.

2.0 Procedure/Immediate Action

- Staff and students are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school. The recognised signal will be ten rings on the school bell.
- Those inside the school should remain in their classrooms and keep calm and quiet. Ideally students should be moved out of vision of doors and/or windows. This will mean that students should sit under desks.
- If students are not in a classroom, they are to enter the nearest supervised classroom as quickly as possible.
- Students who are outside of the school buildings are to enter the nearest supervised classroom as quickly as possible. Students who are on the field are to enter the nearest supervised classroom in the maths street.
- All external doors will be locked. Blinds will be drawn.
- Once in lockdown mode, staff should notify the Student Support Mangers immediately of any students not accounted for (if possible). An immediate search will be instigated by them (if appropriate).
- As appropriate, the school will establish communication with the Emergency Services as soon as possible.
- Staff and students are to remain in lockdown mode until it has been lifted by a member of senior staff or the emergency services by sounding the bell three times. At any point during the lockdown, the fire alarm may sound. This is the signal to evacuate the building following the normal procedures.
- During the lockdown, staff are to keep lines of communication open. These may include emails and mobile phones.

If necessary, parents will be notified as soon as it is practicable to do so via the school's established communications system

- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions.

The school's lockdown procedures are familiar to members of the Senior Leadership Team, administration staff, teaching staff and support staff. A lockdown drill is undertaken at least once a year so that students are aware of the plan.

3.0 Communication Between Parents and the School

Our lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents/carers. In the event of an actual lockdown, we will communicate with parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be provided with 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 his/her 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 the 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 collect their children and where this will be from.

During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

4.0 Emergency Services

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 Headteacher regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.