

Thurlton Primary School

Security Lockdown Procedure



Policy Consultation & Review

Author	Based on model from The Key- April 2026
Date agreed by Governors	27 th April 2026
Date to be reviewed	April 2029
Period of review	3 years

This procedure is available is available on request from the school office.

Signature: Jessica Balado

Headteacher

Date: 27-04-2026

Signature: John Betney

Chair of Governors Date: 27-04-2026

Security Lockdown Procedure

This procedure is based on a template using the DfE guidance: [DfE Lockdown template](#)

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Security lead Jess Balado (in her absence Maya Busby/ Kate Forder)	<ul style="list-style-type: none"> • Determine and lead the initial response • Liaise with the police • Make fast, clear decisions to get people to safety • Help secure the building where safe to do so (e.g. lock doors and windows). • Communicate with parents/carers 	07775698263
Headteacher Jess Balado	<ul style="list-style-type: none"> • Help co-ordinate the response, managing and delegating actions as needed • Record actions taken 	07775698263
Class staff	<ul style="list-style-type: none"> • Escort visitors to agreed safe place (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place) • Help secure the building where safe to do so (e.g. lock doors and windows) 	
Teachers and support staff	<ul style="list-style-type: none"> • Bring pupils to classroom or place of safety as directed • Help secure the building where safe to do so (e.g. lock doors and windows) • Ensure everyone stays away from sightlines (e.g. doors and windows). Take register and stay with pupils 	
Site manager George Boldero	<ul style="list-style-type: none"> • Make sure all access points are secured (DfE guidance says that a named person/persons should be responsible for this) 	07734320229
Additional contact Jim Adams (CEO)	<ul style="list-style-type: none"> • To be informed and support with contact with police • Communicate with parents/carers 	07887733267

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • A hand bell will be rung for 15 seconds from the hall to alert Rabbits and Hedgehogs • Office staff (am)/ Hedgehog class teacher (pm) to call Badgers class/ Woodlands on the internal phone • Outdoor staff will be alerted using the walkie-talkies • Word of mouth 	<ul style="list-style-type: none"> • Word of mouth and internal phone system

Rooms most suitable for lockdown

This could be classrooms, the hall or offices. It must be possible to lock or barricade the entrance to these rooms to keep out intruders.

The spaces identified for lockdown may be the same or different from those used for invacuation. An incident may begin with an invacuation but progress to a lockdown if a potential intruder tries to enter the school.

LOCATION	CAPACITY – NUMBER OF PEOPLE WHO CAN SAFELY INVACUATE THERE
School Hall	<i>All persons present in the building</i>
Badgers Classroom	<i>All those in Badgers class</i>
Head Teacher's Office	<i>4 people</i>
Upstairs meeting room	<i>4 people</i>
Kitchen	<i>3 people</i>

Security lockdown plan

Bring pupils inside	<p>Outdoor bell will be rung (rabbits classroom)</p> <p>Pupils move towards hard play area and brought into the school building as quickly as possible.</p> <p>Adults stay outside until all pupils are inside</p> <p>All pupils go immediately to the school hall.</p> <p>Forest School pupils enter the main building through the Hedgehogs play area or the Badgers main door if more appropriate.</p> <p>Registers taken as soon as pupils are in the hall.</p>
Secure entrance and exit points	<p>External doors to be locked internally by the last adult to enter the building.</p> <p>Class staff check all external doors and close windows</p> <p>Badgers classroom and corridor: MB/ KF/ CW</p> <p>Hedgehogs corridor: Hedgehog staff</p> <p>Rabbits classroom: HW/ SW/ AC/ BB</p> <p>Kitchen corridor: Hazel</p> <p>Office doors: SP/ JBL/ BB</p> <p>Hedgehogs classroom: SF/ EC/ TE/ TC/ LH</p>
Steps to increase protection	<ul style="list-style-type: none"> • Close all windows/ doors including curtains/ blinds • Pupils in Badgers are moved away from sightlines, doors and windows – and sit under a desk • Hedgehogs and Rabbits classes move to school hall and sit on the floor. Projector screen to be lowered- play a quiet film if appropriate • Turn off lights and monitors • Ensure mobile phones/ electronic devices are on silent, or turned off

<p>Internal communication during a lockdown</p>	<p>Staff to communicate using text messages (rather than WhatsApp) Once in lockdown class phones are not to be used due to noise. Communication methods should ideally enable 2-way communication. Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
<p>Communication with parents/carers during a lockdown</p>	<p>A text and an email will be sent to parents/ carers using the Bromcom messaging system. Parents/carers will be told not to come to the school or to call the school so that lines are kept free for contact emergency services.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Pupils/ staff with specific needs will have a bespoke plan: CW- will remain in the kitchen area in Badgers classroom AS/ BCM- will remain with 1:1 staff and will be supported in the Hedgehogs classroom if they are not able to stay in the school hall.</p>
<p>Lockdown duration</p>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may put people in more danger than if they had remained within the building.</p>	<p>An evacuation will be implemented by emergency services OR staff will enable pupils located in the school hall to leave the building via the Rabbits classroom to the school carpark. Staff/ pupils in Badgers will be notified via text messaging and will leave via the external classroom door to access the rear field and then the Hedgehogs play area to leave the school site. Name: Type of venue: Contact name and number: Include useful information such as distance from school, directions, capacity and opening hours.</p>
<p>Security lockdown drills</p>	<p>An invacuation drill will take place termly. DfE guidance recommends a practice at the start of each term. Parents/carers will be advised of the procedure annually. An assembly for pupils will take place annually (sprig term).</p>

Lockdown action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		