

# West Pelton Primary School & Nursery



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Headteacher: Ms V Hewison

## Lockdown Procedure Practice Policy

At West Pelton Primary School, we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

We will be practicing this procedure in the future, just as we practice our fire drills.

### What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school. The aim is to keep people safe by confining them to a secure place.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

### What is our school's security lockdown procedure?

- We have a specific alarm in school for our lockdown procedure
- In response to this, children will move immediately inside to their own, or the nearest, classroom
- We will make sure all pupils are accounted for using our registers
- We will make sure all pupils are safe and secure by securing doors and windows, including drawing blinds
- The emergency services will be called by senior leaders

### Instructions for parents/carers in the event of a security lockdown

- Parents/carers will be informed that school is in lockdown via our electronic communication system
- Parents/carers should not attempt to call or come to the school at this time, as this may hinder efforts to contact and work with the emergency services
- Parents/carers should not discuss the event on social media, as this could spread false information and create panic

- If the lockdown continues beyond school hours, parents/carers will be informed about any changes to collection arrangements in this circumstance via our electronic communication system
- Parents/carers can find this information on our school website.

### **About upcoming security lockdown drills**

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. These will occur during assembly and PSHE time. We will reassure pupils after the drills that they are safe, and will emphasise that practicing procedures like these will make sure that the school remains a safe place to learn

I must emphasise again that these are simply drills, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

**Signed: Ms V Hewison**

**Date approved by the Governing Body: 18 June 2025**

