



Bosworth
Independent
School

Lockdown Policy

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Lead for Review	

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Introduction

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, visitors and pupils in the school.

Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all pupils, visitors and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to the school);
2. An intruder on the school site (with the potential to pose a risk);
3. A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc);
4. A major fire in the vicinity of the school;
5. A bomb threat in the vicinity of the school;

This policy will detail:

- How to raise an alarm in an emergency;
- Other means of internal communications – internal secure email, two-way radios, mobile phone, text messages etc;

It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff and non-teaching staff.

To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity).

Lockdown Arrangements

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school. Signalled by Messages sent through to all computers via Netsupport Notify software.

Procedures:

1. The signal will activate a process of children being ushered into the school building, if outside, as quickly as possible and back to their classrooms where it is possible to remain safe. The signal can be activated on Netsupport by ANY member of staff in order to avoid delay in initiating lockdown procedures.
2. These signals will additionally activate a process for the securing of doors, including the locking of offices, fob connecting doors and all outside doors.
3. Communication sent out over walkie-talkies to lockdown remote/ cafe workers by reception on channel 1.
4. Staff will ensure the windows and doors are closed/locked and screened (where possible) and children are positioned away from possible sightlines from external windows/doors. Barricade doors if needed. Lights, smart boards and computer monitors to be turned off (teachers may retain access to their laptop for access to secure emails).
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the signal is activated (SLT will check toilets upon the signal).
5. Staff in each classroom should:
 - compile a list of everyone present in their own classroom;
 - include any children from other classes who are temporarily located with them and any visitors and staff members;

The register should be sent to:

Attendance@bosworthschool.co.uk; reception@bosworthschool.co.uk

- A list of these children will be established and cross-referenced by the Attendance Officer when registers are received.
- Reception will also receive the list and cross reference staff members and visitors.

Any student identified as absent by the Attendance Officer will be communicated to SLT.

Any visitor/ staff member identified absent by reception will be communicated to SLT.

6. SLT, Attendance Office and Head of Operations joins a Team's call initiated by the Head Master.
7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by Netsupport signal ("Headmaster has given all clear") Any other message should be ignored as someone could be coerced.

9. At any point during the lockdown, the fire alarm may sound, people should not evacuate the building unless directly instructed by Netsupport signal or there is a known risk to life from a fire.

10. There should be no communication by students or staff to the outside world until the all clear is given.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff Roles

1. Front office staff ensure that their office(s) are locked and emergency services called, unless otherwise directed by the Headmaster. Office staff to ensure front doors are locked and secure if instructed by the Headmaster.

2. Individual teachers close classroom door(s) and windows. External classroom doors to be closed and locked.

3. Catering Staff to lock kitchen doors, close and lock all windows and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

During the lockdown, staff will only communicate by email and not make unnecessary contact, as this could delay more important communication.

Students must not communicate with anyone at all so as not complicate the situation.

Communication between parents/guardians and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, communication to parents/guardians is to be established 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.

Communication with parents/guardians is to be established by the Headteacher, or a member of the SLT during lockdown.

Parents will be given 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 services;
- Do not come to the school. They could interfere with emergency services' 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.

However, it may also be prudent to reinforce the message:

The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned and nobody allowed in or out. Further updates will be provided.

Communication with parents/guardians

A letter to parents/guardians will be sent home on the nearest possible day following any serious incident to inform them of context of lockdown and to encourage parents/guardians to reinforce with their children the importance of following procedures in these very rare circumstances.