

Rose Education Provision



Lockdown Policy and Procedure

August 2025

Introduction

Students are well practised in evacuating school buildings but here are also serious circumstances (which if occur) would need everyone to stay indoors for the best protection and safety. The term 'invacuation' may be referred to in other school settings.

The following is a list of situations (not exhaustive) which may require implementation of a Lockdown instruction and procedures to allow the effective, efficient and safe transfer of students and staff to inside the buildings.

Potential Invacuation Situations:

- The presence/suspicion of a dangerous animal(s) on site
- The presence/suspicion of a dangerous person(s) on site (stranger Danger, terrorist)
- Falling trees/power cables etc.
- External flooding/major weather event or conditions etc.
- Advice from external agencies (i.e. Police or local authority)

School Communication and Awareness Requirements

The procedure should be established and the following actions for its deployment taken

- Undertake frequent lockdown drill to ensure everyone's awareness of proper procedure.
- Lockdown procedure to be carried out on staff induction days.
- Student briefing of the Lockdown procedure to be carried out during Induction Programmes.
- Copy of lockdown procedure to be made available to staff and students.

Procedure for staff

1. Member of staff discovering need for lockdown to contact DSL or Deputy DSL immediately.
2. DSL or Deputy DSL will decide if Lockdown is required, signal and dial 999.
3. **SIGNAL:** 2 x long whistle blows and shout 'Lockdown' twice.
4. **ACTION:** Members of staff must remain with their classes, close the classroom door, lock door and all windows. Staff remain with class until cancel signal is sounded. No student or staff should be out of a classroom. Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any mobile devices are switched to Silent. Try to stay hidden or keep low down until all clear has been given. Complete register and collect details of absentees.
5. **CANCEL SIGNAL:** 5 x short whistle blows and shout "All Clear." Staff to check on students and provide reassurance.

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