



**Christopher Reeves  
Living Our Values**

**Lockdown Procedure**

Christopher Reeves VA Primary School  
Hinwick Road, Podington

**March 2025**

**Date of next review: March 2027**

**Governor Responsibility: Resources and Personnel  
Committee**

Christopher Reeves Primary School is part of the Chellington Church of England Federation which is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of Federation life.

As a Church of England school, we promote a friendly, caring, family ethos where everyone works as a team to support each other across all areas of school life.

At Christopher Reeves, we aim to build communities clearly based on Christian values where the whole community is encouraged to 'Live our Values' being strong and courageous to follow God's love and stand steadfast. "Be strong and courageous, do not be afraid, do not be discouraged, for the Lord, your God, will be with you wherever you go." Joshua 1:9

This policy, and its associated procedures and protocols, is based on these key principles.

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

<b>Notification of Full Lockdown:</b>
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Staff and visitors / contractors will be notified that lockdown procedures are to take place immediately when a member of office staff or SLT alert / informs them. Office manager to alert adults and visitors / contractors in the hall, Oak class and Juniper by telephone. If children or adults are outside playing/working, they will be alerted by a member of the office staff or SLT. The alert will confirm if it is to be a hard lockdown or soft lockdown.
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<b>Procedures:</b>
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Follow the CLOSE Procedure:
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Close all windows, doors and blinds
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Lock up
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Out of sight and minimise movement
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Stay silent and avoid drawing attention
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Endure. Be aware that you may be in lockdown for some time.
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1. The above signal will activate a process of children and visitors / contractors being ushered into the school building as quickly as possible and the locking of external doors, offices and connecting doors to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. For a hard lockdown, children are positioned away from possible sightlines from external windows/doors. Lights, interactive boards and computer monitors to be turned off. Any mobile phones are put on silent mode. The Office Manager will lock the front and middle door and move in to the Headteacher's office. For a soft lockdown, lessons continue as normal and staff will wait to hear for further instruction.
3. Children or staff (including visitors / contractors) not in class for any reason will proceed to the nearest classroom as quickly as possible.
4. The staff member with the children should take a register to check everyone is accounted for.
5. If practicable, office staff to call each classroom to identify those children, staff members, visitors and contractors not accounted for and to inform of those additional adults and children in a certain location.
6. Staff to support children in keeping calm and quiet.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL AND PHONE LINES SHOULD BE KEPT CLEAR**

**NO MEMBER OF STAFF SHOULD PUT THEMSELVES AT RISK**

7. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
8. During a lockdown, staff may use mobile phones, set to silent, to communicate with each other via the staff WhatsApp group. Staff should not share any information with third parties, including parents, whilst a lockdown procedure is in place.
9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.
10. Teachers to debrief the children and reassure them that everything is alright.

<b>Staff Roles:</b>
1. Office manager/SBM to ensure that the front door is locked and police called if necessary
2. Head teacher or Office staff to lock the other entrances.
3. Individual teachers/ TA's lock/close classroom door(s) and windows and close blinds. Nearest adult to check exit doors.
4. Staff in the Oak classroom to make sure lock is on all doors, close classroom door(s)

and windows and close blinds.
5. Staff in staff room to close blinds and turn off lights
<b>Communication with parents:</b>
If necessary parents will be notified as soon as it is practical to do so via Teachers2Parents.

**Parents will be told:**

'The school is in a full lockdown situation. During this period the phone and entrances will be unmanned, external doors locked and nobody allowed in or out.'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

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

**This Plan will be jointly reviewed every two years by the Resources and Personnel Committee.**

**Confirmation:**

This policy has been reviewed and agreed by the Governing Body on 12<sup>th</sup> March 2025 and will be renewed in March 2027.

If you require a hard copy of this policy, please contact the school office.