

Christ Church (Brondesbury) CE Primary School

Lockdown Procedures



Responsible Governors' Committee	Full Governing Body
Date Approved	December 2025
Date of next review	Autumn 2026
Signature	

Christ Church (Brondesbury) CE Primary School

School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

2 Corinthians 8:7

“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”

Our vision is embedded within the Christian values of:

Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
G ive learning your best	<ul style="list-style-type: none">• Try your best at everything• Follow the “give me five” rules
O wn your choices	<ul style="list-style-type: none">• Be respectful and polite• Be honest and take responsibility for your words and actions
L ove yourself, as God loves you	<ul style="list-style-type: none">• Love yourself, for you are special• Love your neighbours with all your heart
D ream big, work hard and pray	<ul style="list-style-type: none">• Aim high• Always be ready to learn• With prayer, everything is possible

This policy reflects and supports our school vision in that through our lockdown procedures we strive to “...provide a supportive, safe and respectful environment in which all flourish...”

Rationale

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 or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing 3x3 second bursts of the school siren, and/or by being alerted through a flashing notice from the NetNotify system on their desktop/IWB.

Procedures:

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock the doors
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

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 and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on vibrate mode.

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 or those in the hall when lockdown procedure is engaged.

If practicable staff should notify the Head/Deputy/Premises Manager by phone that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Premises Manager, Chair of Governors or Office Staff in person that there is an all clear.

As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the administrative team immediately of any pupils not accounted for.

Staff Roles:

1. School administrator to ensure that the office is locked and police called if necessary.
2. Headteacher to lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows and pull down blinds where possible. Nearest adult to check exit doors.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – Web-based notification.

Parents will be told:

'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out... Please do not attempt to call school as we will need our telephone lines free for emergency calls.'

- Depending on the type and severity of the incident, parents will 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 lock down.
- 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 administrative 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Lock Down Plan

Management & Control	
Nominated Person	Responsibility
Headteacher	Initial contact with Emergency Services
Assistant Headteachers	Liaison with parents
Teachers	Pupil control
Signals	
Signal for lockdown	3x 3-second burst of the school alarm
Signal for all clear	1x 10-second burst of the school alarm
Lockdown	
Assembly points	<ul style="list-style-type: none">• Classrooms• Offices• Conference Room• Library
Entrance points	<ul style="list-style-type: none">• Main school entrance• Hall Fire-doors
Communication	<ul style="list-style-type: none">• Telephone system• Mobile phones• School Mobile – Headteacher (07594 262 247)

Template for sample letter to parents – to be cut & pasted onto School headed paper

Dear parents and carers,

Re: Lockdown Procedure (Severe Weather or Intruder) - Practise Scenario

As part of the Schools' Safeguarding Procedures - emergency response plan we have created a lockdown policy to warn staff and pupils if there is a risk from severe weather or an intruder. Although neither of these events are highly likely it is essential that staff and students know the procedures to follow should there be a risk.

We will be informing students of this policy during assemblies in ***** term and there will be a practise scenario carried out on *****.

Please be assured that we have not received any information to indicate that the School is at risk from an intruder, but it is essential that we take every step to ensure the students' well-being. I would be grateful if you could discuss this matter with your child to stress the importance of the matter.

Thank you for your support.

Yours sincerely,

Mr. J Kelly
Headteacher