

# Springbank Academy



Where dreams are realised and success is celebrated

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

## Lockdown Policy

October 2025



**Policy Lead: Kerry Williams**

Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.

All schools in the Trust should consider the need for robust and tested school lockdown procedures.

These procedures are 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 pupils and staff in the school.

### **Partial lockdown (Section 11 Intruders Emergency Plan)**

An audible alarm in the school will chime - 'Bing-bongs and whistles SLT' or if staff and pupils are on the playground a repeated blasts on a whistle will sound if it is safe to do so.

In a partial lockdown, staff and pupils should remain in the school building and all doors leading outside should be locked and windows should be closed. No one should be allowed to enter or leave the building. This may be as a result of:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog or other animal roaming loose.

### **Immediate action**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

- All outside activity to cease immediately, pupils and staff return to building. (Repeated blasts on emergency whistles will be used to communicate the alert to duty staff at break times). 'Bing-bongs' to sound in school.
- All pupils to return to their own classes.
- Take the register using Bromcom.
- All staff and pupils to remain in the building, with external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- Staff should await further instructions.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct a risk assessment and identify the next actions to take based on advice from the Emergency Services.
- Pupils must not be released to parents during a lockdown.
- School office will text parents to inform them, if appropriate, not to enter the school grounds.
- Staff will be informed of the termination of the lockdown by direct communication with a senior leader.

### **Full Lockdown (Section 10 -Shelter Emergency Plan) (Section 11/11.2 Intruders Emergency Plan)**

Alert to staff: 'lockdown' – staff to inform office, office to sound an audible alarm in the school will chime - 'Bing-bongs and whistles in school' or if staff and pupils are on the playground a repeated blasts on a whistle will sound if it is safe to do so. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a

full lockdown is for the school and its rooms to appear empty. Blinds closed where possible and pupils to hide (under tables).

### **Immediate action**

- Emergency Services to be called by the office.
- All pupils/staff stay in their classroom or move to the nearest classroom or safe place.
- Exterior doors are all locked and all windows closed.
- Staff/ visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place.
- Classroom doors closed.
- Blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (away from windows).
- Lights, white boards, turned off and laptops moved out of visibility (but kept on for communication purposes).
- Mobile phones should be on silent as stated in the mobile phone policy, so they cannot give away your position.
- Staff should await further instructions.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound. As the cause of the alarm will be unknown, await instructions via email/from emergency services. Do not leave the building until you are advised to.
- Pupils must not be released to parents during a lockdown.
- Staff will be informed of the termination of the lockdown by direct communication with a senior leader.
- School office will text parents to inform them not to enter the school grounds.

### **In the event of a fire alarm during a lockdown**

In the event a school is in lockdown and the fire alarm sounds. The Site Manager or SLT, ensuring that they have a mobile phone to communicate, should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and a SLT member of staff sent to the area to investigate. They will need to approach with caution as there may be a fire, or an intruder may have activated the alarm. If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

To minimise the risk of this happening, during a lockdown:

- Ensure that all cooking processes are stopped.
- Isolate any high-risk activities- this could be science, art, on-going maintenance works etc.
- Increase staff vigilance. Ensuring that all fire doors are closed – reducing any likelihood of the spread of fire. Also, ensuring that all available exit routes are un-obstructed and immediately available.
- Good communications – Should the Fire Alarm activate then an initial investigation to be carried out. If this proves to be a false alarm and there is no risk from fire, then and only whilst the building is in Lockdown, you may not need the occupants to evacuate.
- If however, there is a fire, then the risk of staying within the building would be too great and an evacuation would need to be carried out. Partial evacuation may be better than total evacuation, especially if a fire is located in an outbuilding etc. and therefore does not

immediately pose a risk to the occupants. This must be completed with a robust risk assessment process.

- Should a fire be confirmed, the emergency services will be contacted immediately, with school passing on that the school is on “lockdown”.
- Advice from the fire service states that any incident of this nature will be “dynamic” and procedures cannot be written for all contingencies. An evacuation or the continuation of the lockdown would be decided based on the biggest risk, and what additional resources are available at the time.

### **Communication between parents and the school**

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via text or email. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be communicated through text message and emails. Parents should 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 required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider’s 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 to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

Springbank Academy understands that parents will be concerned for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, during a lockdown, school will reinforce the message that ‘the school is in a full lockdown situation’.

Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

### **Emergency Services**

Springbank Academy will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area. Springbank Academy will hold regular partial and full lockdown drill practices. NB. If a situation occurs after 3:15pm, the above procedures should be followed, and the most senior member of school staff will take the lead. The emergency services can be contacted by any member of staff, if required.