

BEREWOOD PRIMARY SCHOOL



Safe and Secure Policy

(Lockdown Policy)

Spring 2026

Revised by School	February 2026
Responsible Person	Headteacher
Responsible Committee	Full governing body
Ratified by GB	February 2026
Next Review	Spring 2028



BEREWOOD PRIMARY SCHOOL

SAFE AND SECURE SCHOOL POLICY

Full safe and secure and partial safe and secure 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, pupils, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

'Safe and secure' school procedures (Lockdown or Invacuation) may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils from the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils from the school)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school.

Monitoring

This policy will be reviewed by staff and Governors, bi-annually.

'Safe and Secure' Procedure:

Alert signals

- Staff are alerted to the activation of the plan through the use of the intercom 'alarm' feature on the school's telephone system to all classrooms and offices. Example message: 'The school is in safe and secure mode. Please return to your classroom, close doors and windows behind you, lower blinds and wait for further instructions and information.'
- Pupils who are outside of the school building are alerted to the activation of the plan through the recognised signal of continuous blowing of a whistle accompanied by a megaphone message containing instructions. The children should be brought inside as quickly as possible.

Full 'safe and secure' school actions:

Pupils, staff and visitors should be directed to the nearest secure room:

- Pupils remain in their classrooms, in book corners and/or away from doors and windows.
- Pupils outside return to classroom.
- Pupils or staff in rooms that are not able to be secured such as hallways and toilets should move to rooms that can be secured (e.g. classrooms).
- Move everyone away from windows, close windows, lower blinds and lock doors.
- Teachers should take a register of pupils in each classroom and notify the office/HT/DHT immediately of any pupils not accounted for via email. This will instigate a search for anyone missing.
- Office staff to go to a lockable office.
- Kitchen staff to remain in/return to the kitchen and lock the door.
- If the 'safe and secure' school occurs at break or lunchtime, as long as safe to do so, breaktime/lunchtime will be suspended and teaching staff must return to their classroom to support their pupils.
- Staff should encourage the pupils to keep calm.

Entrance points should be secured e.g. doors and windows:

- All site gates to be secured if they are not already.
- Main entrance doors are set to the 'locked' position.
- All external doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows closed and blinds lowered.

Communication:

- School telephones to be kept free.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.
- Response team to use two-way radios

Notes:

- If someone is taken hostage then the school should seek to evacuate the rest of the site.
- All should move to safety if possible.

Partial 'safe and secure' school

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. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the school buildings dependent upon circumstances.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils. Partial 'safe and secure' school is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full 'safe and secure' school.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

During the 'safe and secure' school, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the School Office as this could delay more important communication. Actions to be taken where possible to ensure that the incident does not re-occur.

Alternative 'safe and secure' school situations

'Safe and secure' school before school starts:

- Staff should direct pupils from outside and the hallways into their classrooms.
- An email should be sent to notify parents/carers of pupils of the potential danger.
- Teachers should register the names of pupils in their classrooms.
- After "all clear" has been announced, a full register should be taken again to get an accurate record of attendance.

'Safe and secure' school during before or after school activities:

- Activity leaders and third parties to be made aware of the arrangements within this policy.
- Activity leaders should record the names of pupils present and keep all pupils with them.
- School staff should check the hallways and other rooms in the building.
- After "all clear" has been announced, a full register should be taken again to get an accurate record of attendance.
- An email should be sent to notify parents/carers of pupils of the potential danger.

Need for external evacuation:

Leaving the school building/site will be appropriate when directed by police and/or it is reasonable to assume that evacuation will move people towards a safer location (e.g. bomb threat or hostage situation). An evacuation must follow the same procedure as staff would do in a fire alarm. Berewood Primary School's muster point is the school playground. If there is need for evacuation from the school site, children should be escorted to Newlands Primary School unless the police direct otherwise. Police attendance will ensure no one else enters the area once an evacuation has been initiated.

Communication between parents and the school:

- The School's 'safe and secure' school procedures will be published on the school website and routine practices communicated with parents by email, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full 'safe and secure' school or partial 'safe and secure' school, any incident or development will be communicated to parents as soon as is practicable; 'Berewood Primary School is in a full/partial 'safe and secure' school situation. During this period the phones, office and entrances will be un-staffed, external doors locked. Please wait for further instructions and information.'
- Parents will be given enough information about what will happen/is happening or has happened 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 their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents are asked not to contact the school during a 'safe and secure' school or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, the Academy Trust, outside agencies, parents or Local Authority.
- Parents are asked not to come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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 'safe and secure' school.
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.
- In the event of a prolonged 'safe and secure' school or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.
- It is of vital importance that the school's 'safe and secure' school procedures are familiar to all members of the school staff. To achieve this, a 'safe and secure' school drill should be undertaken at least once a year.
- A log of the drills should be kept and any identified issues recorded and resolved.
- Depending on their age pupils should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.