



Rawdah Montessori School Lockdown Procedure Policy

Version: 1.1

Reviewed: October 2025

Next Review Due: October 2026

1. Policy Statement

Rawdah Montessori School is committed to ensuring the safety and wellbeing of all pupils, staff, and visitors. This policy provides clear guidance for responding to a lockdown situation to protect individuals from potential threats within or outside the school premises. The procedures are designed to be swift, calm, and coordinated, ensuring minimal risk and confusion during emergencies.

This policy should be read in conjunction with the:

- **Safeguarding and Child Protection Policy**
- **Emergency Evacuation Procedure**
- **Critical Incident Plan**
- **Service Contract with Greensville Trust** (for coordination with the building's central security team)

2. Aims and Scope

The purpose of this policy is to provide an effective response plan for situations where it may be safer for pupils, staff, and visitors to remain inside the school rather than evacuate. The procedures apply to all individuals present on the school premises, including teaching staff, support staff, contractors, volunteers, and visitors.

The school acknowledges that it occupies premises owned by **Greenville Trust**, and that the building has a 24-hour security team. In the event of a lockdown affecting the wider building, the school will coordinate its response with the Trust's security team.

3. Legal Framework

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014 (as amended)
- Keeping Children Safe in Education (KCSIE, 2025)
- Working Together to Safeguard Children (2023)
- The Regulatory Reform (Fire Safety) Order 2005

4. Types of Lockdown

There are two types of lockdown that may be implemented depending on the level of threat:

Type	Description	Actions
Partial Lockdown	Used when there is an incident or potential threat outside the school (e.g., police activity nearby, a dangerous animal in the vicinity). The school is secured, but internal activities may continue.	- All external doors and windows locked. - Outdoor play suspended; children brought indoors. - Normal internal activities may continue, but movement between classrooms is restricted. - The school remains open, but no entry or exit is permitted.
Full Lockdown	Used when there is an immediate threat on or near the premises (e.g., an intruder, a violent incident in the building). Everyone must remain in secure areas until the 'all clear' is given.	- All internal and external doors locked. - Lights turned off, blinds closed. - Everyone stays quiet and away from doors and windows. - No movement between rooms. - All activities cease.

5. Lockdown Triggers

A lockdown may be initiated in response to any of the following situations:

- An intruder or unauthorised person on the school site.
- Civil disturbance or nearby violent incident posing a risk to the school.
- Police operation or emergency in the local area.

- Environmental hazards such as smoke, gas leak, or dangerous animal nearby.
- A threat reported by the police or local authority.
- Any other situation where it is deemed safer to remain inside the building.

Note: In the event of a threat affecting the wider building, the **Greenville Trust security team** may initiate a building-wide lockdown. The school will follow its own procedures in coordination with the security team.

6. Lockdown Alarm Signal

The designated lockdown signal is: "**Continuous three short bell rings.**"

- This signal is distinct from the fire alarm (which is a continuous bell) to avoid confusion.
- In areas where the bell may not be audible, a **verbal instruction** ("LOCKDOWN, LOCKDOWN, LOCKDOWN") will be communicated by designated staff using radios or by runners.

All staff must ensure pupils are familiar with this sound and the appropriate response during termly safety briefings.

7. Roles and Responsibilities

Role	Responsibilities
Headteacher: [Name]	Overall responsibility for initiating lockdown, communicating with emergency services, liaising with Greensville Trust security, and managing the all-clear signal.
Designated Safeguarding Lead (DSL): [Name]	Coordinates the safeguarding response, ensures all pupils and staff are accounted for, liaises with emergency services, and leads post-incident support.
Deputy DSL: [Name]	Supports the DSL and assumes responsibilities in their absence.
Fire Warden / Site Manager: [Name]	Secures external access points, assists with communication, and coordinates with the landlord's security team.
Class Teachers / Staff	Lead pupils into safe areas, lock doors, close blinds, maintain calm, complete headcounts, and report any concerns to the DSL.
Administrator / Office Staff	Secure the main entrance, manage internal communications, maintain the central register of staff and pupil locations, and assist the DSL.

Role	Responsibilities
Greenville Trust Security Team	Secure the main building entrances, monitor CCTV, and coordinate with the Headteacher/DSL.

8. Lockdown Procedure Steps

8.1 Partial Lockdown

1. **Signal:** On hearing the instruction for a partial lockdown (verbal or via bell), staff immediately bring all children indoors.
2. **Secure:** All external doors and windows are locked. Internal doors may remain open.
3. **Restrict Movement:** Outdoor play stops. Movement between classrooms is limited to essential needs only.
4. **Monitor:** Staff continue activities as normally as possible while remaining vigilant.
5. **Await Updates:** The Headteacher or DSL will provide updates as the situation develops.

8.2 Full Lockdown

1. **Signal:** On hearing the lockdown alarm (three short bell rings) or verbal instruction, initiate lockdown immediately.
2. **Secure:**
 - o Close and lock all internal doors and windows.
 - o Turn off lights.

- Close blinds or curtains.
 - If safe to do so, move children away from doors and windows (e.g., into a corner, behind furniture).
3. **Stay Quiet:** Staff and pupils should remain calm, quiet, and silent. Silence mobile phones.
 4. **Headcount:** Teachers must complete a headcount and report any missing or extra pupils to the DSL via safe internal communication (e.g., a pre-agreed text message to the DSL's phone, or by runner if safe).
 5. **Do Not Respond to Doors:** Do not open the door for anyone unless you are certain it is safe (e.g., you hear the all-clear signal or receive a verified instruction from the DSL).
 6. **Await All Clear:** Remain in the secured area until the all-clear signal is given.

9. What If...? (Specific Scenarios)

Scenario	Procedure
A child is in the toilet when lockdown is called.	The nearest adult should guide the child into the nearest safe room. If a child is trapped in a toilet, they should be instructed to lock the door, stay quiet, and wait for help.
A child has a medical emergency during lockdown.	Staff should alert the DSL via the agreed communication method. The DSL will assess whether it is safe to administer first aid or if emergency services need to be called.

Scenario	Procedure
Staff or pupils are caught outside (e.g., in the playground).	They should seek the nearest safe shelter (e.g., a locked classroom, a store cupboard) or, if no shelter is available, leave the site immediately and follow instructions from the DSL by phone.
The threat is inside the building.	Staff should follow the "Run, Hide, Tell" principles: - Run: If there is a safe escape route, leave the building immediately. - Hide: If escape is not possible, lock and barricade the door, hide out of sight, and remain quiet. - Tell: Call 999 when it is safe to do so.
The fire alarm sounds during a lockdown.	A genuine fire may override a lockdown. The Headteacher or DSL will make a dynamic risk assessment. If there is fire or smoke, evacuate immediately. If the fire alarm is believed to be false or malicious, remain in lockdown but be prepared to evacuate if the situation changes.

10. Communication During Lockdown

- **Internal Communication:** The Headteacher and DSL will use designated **two-way radios** or a secure internal phone system to communicate with key staff. Class teachers will not use personal mobile phones unless directed, as this can compromise safety and network capacity.
- **Communication with Emergency Services:** The Headteacher or DSL will liaise directly with the police or other emergency services.
- **Communication with Landlord:** The Headteacher will maintain contact with the Greenville Trust security team via a designated channel.
- **Communication with Parents:** Parents will **NOT** be contacted during an active lockdown, as this could distract staff and compromise safety. Once the all-clear is given, a pre-prepared message will be sent to parents via the school's communication system (e.g., ParentMail, text message). Parents are asked **not** to call the school, come to the site, or post on social media during an incident.

11. All-Clear Signal

The all-clear signal is: "**Two long bell rings.**"

This signal will only be given by the Headteacher or DSL after confirmation from the emergency services that the threat has passed.

After the all-clear:

- Staff should remain with their class and await further instructions.
- A headcount will be taken again.
- Pupils will be reunited with parents in a controlled manner (if the school day has ended).

- A debrief will be held for staff as soon as practicable.

12. Post-Incident Actions

Following any lockdown incident, the school will:

1. **Account for Everyone:** Ensure all pupils, staff, and visitors are safe and accounted for.
2. **Provide Support:** Offer psychological first aid and counselling support to pupils and staff as needed.
3. **Record the Incident:** Complete a detailed incident report, including timelines, actions taken, and any lessons learned.
4. **Debrief:** Hold a staff debrief to review the effectiveness of the procedure and identify improvements.
5. **Review the Policy:** Update the lockdown procedure if required, and share lessons learned with the Governing Body and Greensville Trust.
6. **Communicate with Parents:** Provide a factual, reassuring update to parents, respecting any ongoing police investigation.

13. Training and Drills

- **Staff Training:** All staff will receive training on lockdown procedures as part of their safeguarding induction and annually thereafter. This will include how to manage children's emotional responses during a drill or real incident.
- **Pupil Briefings:** Pupils will be familiarised with the lockdown signal and basic procedures in an age-appropriate, non-frightening way (e.g., "we are going to practise being very quiet like mice").

- **Drills:** A lockdown drill will take place at least **once per term**, coordinated by the DSL and reviewed by the Headteacher. Drills will vary to test different scenarios (e.g., during playtime, during lunch, with different staff groups).

14. Monitoring and Review

This policy will be reviewed **annually** by the DSL and Headteacher, or sooner following:

- A lockdown event or significant security incident.
- A change in the school's premises or occupancy (e.g., new building works).
- Updated guidance from the DfE, local authority, or police.
- A recommendation from the Greensville Trust regarding building-wide security.

The review will be approved by the Governing Body.

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Feb 2026	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
Feb 2027	Governing Body	Chair:
	Headteacher	Headteacher: