Finlay Community School

ASPIRE BELONG ACHIEVE

Lockdown Policy

Governor Committee Responsible:		**Staff Lead(s):**	Alison Croft & Hannah Williams
Status ***(Statutory / Advisory)***	Advisory	**Review Cycle**	3 years
Last Review	November 2026	**Next Review Date**	November 2029
Chair of Governors	Mike Adlam chair@finlay.gloucs.sch.uk		

As part of a Gloucestershire County Council directive, we have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school community. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming close

In the event of an actual lockdown parents will be notified by an email as soon as it is reasonably possible.

The email message will read: *We have initiated our lockdown process, more information regarding this process can be found on our school website. Please **do not** come to school site or contact the school. We will update you in due course.*

Finlay Community School Lockdown Procedures

Lockdown 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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The school's lockdown plan is as follows, and will be displayed in every room in school:

- In the event of an emergency a signal of a **continuous** bell will be rung.
- In the event of a lockdown a staff member will call 999.

Unless advised otherwise:

- Staff will ensure that all pupils are **inside the school building**
- If children are outside, staff will bring then back into their classrooms
- All external and internal doors and windows will be locked
- Lights will be turned off
- If possible, blinds to be closed
- Children will be asked to be silent
- A register will be taken
- Initially, children will be required to be out of sight under a table.
- A member of the SLT team, will check in with all year groups and staff over **the Walkie Talkie. Please make sure that radios are set to channel 16.**

- Any child or adult not present will be notified to the most senior staff member in charge, **using the Walkie talkie**.
- If reasonable to do so, a search will be carried out by SLT and SLT will be located in key areas.
- Make children aware of nearest exit, if needed.
- If reasonable to do so, office staff will ensure all outside doors and gates are locked and all key pad doors have the key pads engaged.
- A parent text message will be sent to parents to advise that the lockdown procedure has been implemented
- The **all clear** signal will be given by the Headteacher or the most senior in charge via **Walkie talkie**.

No one should move around the school when lockdown is in place.

Signals	
Lockdown Alert	Yellow alarm These are located: front office, KS2 corridor and in KS1 Corridor.
Signal for lockdown	Alert to staff: 'Full lockdown' via a continuous bell that is a different, (recognised) sound to the fire alarm.
Signal for all clear	A verbal message from a member of SMT **'all clear' via the Walkie talkies**

Lockdown	
All available staff	**The school's lockdown plan is as follows, and will be displayed in every room in school:** • In the event of an emergency a signal of a **continuous** bell will be rung. • In the event of a lockdown a staff member will call 999. **Unless advised otherwise:** • Staff will ensure that all pupils are **inside the school building** • If children are outside, staff will bring then back into their classrooms • All external and internal doors and windows will be locked • Lights will be turned off • If possible, blinds to be closed • Children will be asked to be silent • A register will be taken • Initially, children will be required to be out of sight under a table. • A member of the SLT team, will check in with all year groups and staff over **the Walkie Talkie. Please make sure that radios are set to channel 16.** • Any child or adult not present will be notified to the most senior staff member in charge, u**sing the Walkie talkie**. • If reasonable to do so, a search will be carried out by SLT and SLT will be located in key areas. • Make children aware of nearest exit, if needed. • If reasonable to do so, office staff will ensure all outside doors and gates are locked and all key pad doors have the key pads engaged. • A message will be sent to parents to advise that the lockdown procedure has been implemented • The **all clear** signal will be given by the Headteacher or the most senior in charge via **Walkie talkie**. **No one should move around the school when lockdown is in place.**
Entrance points (e.g. doors, windows) which should be secured	• If reasonable to do so, Office staff will ensure all outside doors and gates are locked and all key pad doors have the key pads engaged
Communication arrangements	• Walkie Talkies • Email messaging service via Edulink. • A senior member of staff to be responsible for communications. • Site map and details in red fire box. • Lockdown policy on our school website

Office Staff / SLT	• Arrange to evacuate the school if necessary, all children would walk to Gloucester Academy. • Teachers to take their classroom ipad. • Provide all clear signal if necessary.

Parents	• Parents will be notified as soon as it is practicable to do so via email messaging • Parents advised not to come to school site • Parents will be advised to gather at a local site. • Pupils will not be released to parents during a lockdown
Notes	• Staff or visitors cannot sign out or leave the premises during lockdown • If it is necessary to evacuate the building this will be communicated via Walkie talkie. • If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Partial Lockdown

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. It may also be as a result of a warning being 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 follow lockdown procedures until advised otherwise.
- If reasonable to do so, a senior member of staff will communicate that movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

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 advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Date: 03.11.2026

Review date: Every 3 years or as required by legislation