



# Lockdown Policy

North Kesteven Academy  
2025-2026

Introduction Date: Summer Term 2025  
To be Reviewed: Summer Term 2026



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## **Statement of Intent**

As part of our Security policies and procedures the Academy has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the Academy so that it cannot be entered from the outside. This is to ensure that students, staff and any visitors are as safe as possible in situations where there is a hazard on the Academy's premises or outside the Academy in the near vicinity.

A lockdown may be implemented when there are serious security risks for personnel and premises due to a significant hazard, for example a near-by chemical spillage, proximity of dangerous dogs, serious weather conditions, or attempted access by unauthorised persons intent in causing harm/damage.

A decision to lock down the site will only be taken by a member of the senior leadership team. If you become aware of a situation you believe may justify a lock-down please contact reception on 0, or radio call on channel 1 for a member of the SLT. During the lock down please switch to emergency channel 2 and keep the volume low.

## 1. Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing 3x 5 second bursts of the Academy bell. A radio call will also be made on channel 1 by the receptionist – “please implement lockdown procedure immediately”

## 2. Procedure

Follow the **CLOSE** procedure:

- Close all windows and doors, and curtains and blinds where fitted
- Lock all lockable entrance and exits
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of students being ushered into the academy building as quickly as possible and the locking of the academy's classrooms, offices, connecting doors and all outside doors/shutters where it is possible to remain safe.
2. At the given signal, students should remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and students 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 silent mode.
3. Students or staff not in class for any reason will proceed to the nearest occupied classroom or office and remain with that class and class teacher or member of staff e.g. students using toilets when lockdown procedure is engaged. This includes lunch and breaktimes when students are outside.

## **THERE SHOULD BE NO MOVEMENT ABOUT THE ACADEMY DURING THE LOCK-DOWN**

1. Staff to support students and each other in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by a member of the Senior Leadership Team, in person, that there is an all clear, OR by a uniformed police officer. SLT will use a code word that will be issued to all staff at the start of each academic year, together with a dummy code word that they will use if it is NOT safe to unlock.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify reception immediately of any students not accounted for.

## 3. Staff Roles

1. Senior Leadership Team to ensure that the alarm has been sounded, their offices are locked, and that they take responsibility for any students they are with
2. Headteacher/Director of Operations/Headteacher's PA/SLT to call the police
3. Site staff to lock the Academy's gates, doors and entrances and exits PROVIDED IT IS SAFE TO DO SO
4. Individual teachers/TAs to lock/close classroom door(s) and windows.
5. Support staff to proceed immediately to the nearest office and lock/close doors and windows

#### **4. Communication with Parents**

If necessary, parents will be notified as soon as it is practical to do so via the academy's established communication network - text

Parents will be told:

***'..the Academy 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...'***

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Academy as it may put them and their child at risk.

Students will not be released to parents during a lock down.

Parents will be asked not to call the Academy 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 students can be picked up from office 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.

#### **5. Communication with the Governing Body**

In the event of the lockdown policy needing to be implemented, the Headteacher will inform the Chair of Governors at the earliest available opportunity. In the absence of the Headteacher, the Head of HR or Head of Finance will contact the Chair. The Chair of Governors will inform the rest of the Governing Body at the earliest opportunity.

Following implementation of the lockdown policy, a full report will be made to the Governing Body.

#### **6. Specific arrangements for Dance, Drama and PE**

The dance, drama, and PE departments regularly teach in areas where they may not hear the 3 x 5 seconds bell and therefore may be unaware of a lockdown situation. These departments are provided with radios and chargers. Staff teaching in the dance studios, theatre, sports hall, or outside playing fields or sports areas MUST carry a fully charged radio at all times, which is to be kept on channel 2. In the event of a radio call, staff must implement the lockdown procedure immediately in the space they are in. If staff and students are outside, they should proceed immediately to the nearest building and follow the procedure set out above. The radio call will be made by the same member of staff who activates the bell.

#### **7. Practice Arrangements**

The Academy will conduct a lockdown drill at least twice in each academic year.

