



KETTLETHORPE HIGH SCHOOL

<https://kettlethorpehigh.co.uk>

Lockdown Policy

September 2025

Next review: September 2026



Contents

Introduction 2

 Overview 2

 Scope..... 2

 Statement of Intent 2

1. Legislation and Guidance 2

2. When is a Lockdown required?..... 3

 Overview 3

 Partial Lockdown 3

 Full Lockdown 3

 Emergency Evacuation 3

3. Roles and Responsibilities 4

 Incident Commander 4

 Communications Officer..... 4

 Record Keeper 4

 CCTV Officer 4

 All other staff 5

4. Reporting arrangements in the event of a Lockdown 6

5. Communications 6

 Classroom / Office 6

 Parents & Carers 6

6. Procedure of a classroom or office lockdown 6

 Classroom / Office 6

7. Lockdown Procedure..... 7

 Stage 1 - Raising a concern regarding an incident or threat..... 7

 Stage 2 - Critical Decision..... 7

 Stage 3 - Initiate Lockdown..... 7

 Stage 4 - Ongoing situation..... 7

 Stage 5 - Resolution / Aftermath 8

8. Post Incident Actions..... 8

9. Lockdown Drills 9

10. Flow Diagram of Lockdown Procedure 9

Introduction

Overview

The purpose of the Lockdown Policy is to ensure the safety and security of students, staff, and visitors during incidents that pose a threat to the school community. This policy outlines procedures for initiating, managing, and concluding lockdowns at Kettlethorpe High School.

Kettlethorpe High School has followed the guidelines set out by the Department for Education, The Health and Safety Executive, The Advisory Committee for Safety and Health at work (ACSH) and all other advisory boards and committees.

Kettlethorpe High School employs a Site and Operations Manager to oversee Health and Safety and Risk across the site.

Scope

This policy provides parents with a high-level overview of the schools Lockdown procedures, however, specific detailed information regarding procedures has not been included to ensure the schools policy can be carried out successfully if required.

Statement of Intent

Kettlethorpe High School ensures that all staff and pupils are aware of what to do, how to behave and where to go in the event of a lockdown. Staff will be provided with annual training to ensure lockdown procedures are correctly followed. The Lockdown Policy forms part of the annual staff handbook which is provided to all members of staff.

Agency staff, visitors and contractors will be provided with a handbook when entering Kettlethorpe High School outlining the Lockdown Policy and the procedures to follow.

Parents and carers can request an accessible version of this document. This is to ensure non-English speaking families or those with additional communication needs are met. To request this facility, please email: HEADTEACHER@kettlethorpe.wakefield.sch.uk

A copy of the Lockdown Policy and all associated documents can be found on the school's website or by submitting a request to the Site and Operations Manager.

1. Legislation and Guidance

It is a requirement for all Schools and Public Authorities to adhere to the necessary Health and Safety legislation set out to protect those working within school.

- Health and Safety within the Workplace Act (1974)
- Independent Schools Standard Regulations (2010)
- Management of Health and Safety at Work Regulations (1999)
- Department of Education, Health and Safety (advice on legal duties and powers), (2014)

Kettlethorpe High School reserves the right to take guidance from additional legislation not outlined in the list above.

Kettlethorpe High School's Lockdown Policy is reviewed on an annual basis. However, if required, and to ensure this policy complies with current guidelines, this policy may be reviewed and updated within the academic year. Notification of any changes made will be sent to parents and carers.

2. When is a Lockdown required?

Overview

Kettlethorpe High School aims to keep the school as safe and secure as possible. There may be situations where we are required to partially or completely lockdown the site in order to protect the pupils, staff, contractors, visitors and members of the public on site.

A full or partial lockdown may be required in the event of an incident inside or outside the school's premises whereby an evacuation of the premise would be deemed unsafe.

Pupils, visitors, contractors and members of the public are required to stay in the designated evacuation areas until advised otherwise by a suitable person/ person(s) (i.e. Emergency Services).

Partial Lockdown

A partial lockdown may be required in the event of:

- Dangerous animals are/ or are perceived to be onsite
- Air pollutants in the vicinity
- A dangerous incident is happening in the local area that may impact the school

Full Lockdown

A full lockdown may be required in the event of:

- An unauthorised person/ person(s) on the site
- An unauthorised person/ person(s) attempting to gain access to the site
- An authorised person (e.g. pupil, member of staff, visitor or contractor) posing risk or harm to those in the building
- An incident nearby that may impact the premises (such as a large fire or explosion)
- A suspected terror attack/s
- The incident commander will assess the situation to decide if a full or partial lockdown is required

Emergency Evacuation

An emergency evacuation may be required when:

- A suspicious item has been seen or reported to be on site
- Something within the building is deemed to be volatile and may cause risk or harm
- The building is deemed not safe to remain in

- Something within the building (such as a chemical agent) has been released into the building and it is not safe to remain indoors

The incident commander will assess the situation to decide what is the appropriate action to take measured against the situation.

3. Roles and Responsibilities

Kettlethorpe High School ensures that the school follows the guidance of the Health and Safety Executive and appoints sufficient designated lockdown officers. All roles below form the **Lockdown Team** who will be responsible for establishing the command centre.

Incident Commander

The role of the Incident Commander is to:

- Work with the Emergency Services to manage the incident
- Ensure that the school has gone into full or partial lockdown
- Ensure that persons are accounted for following the schools process of managing an incident
- Manage the Lockdown Team to ensure roles are fulfilled correctly
- Approve the “All Clear” to be issued

Communications Officer

The role of the Communications Officer is to:

- Work with the Incident Commander to manage the incident
- Oversee that all areas of the school are effectively locked down
- Work with SLT and staff to ensure that all areas of the school are accounted for in the lockdown
- Communicate to staff throughout the process of the lockdown, when appropriate
- Work with the Incident Commander to ensure the school is safe before the ‘all clear’ is given.

Record Keeper

The role of the Record Keeper is to:

- Ensure that all documentation relating to the lockdown is recorded
- Keep track of all important decisions made between staff managing the incident
- Assist in running a command centre
- Help make sure all staff are communicated with during the lockdown
- Assist the Incident Commander and Communications Officer when needed.

CCTV Officer

The role of the CCTV Officer is to:

- Work with the Incident Commander to manage the incident

- Monitor CCTV cameras to provide updates on incident
- Communicate to SLT members if pupils are found outside of classrooms

All other staff

Senior Leadership Team (SLT)

All members of SLT that are not tasked with a specific role within a lockdown are expected to assist the Incident Commander and Communications Officer when needed. Members of SLT may be required to move around school to assist in monitoring and managing an incident, this would only be done if deemed safe to do so.

Teaching Staff

All teaching staff should ensure that pupils and staff within the classroom are in a safe and non-visible place. Staff should close all blinds and shut all doors to ensure the area is secure. If it is safe to do so, staff should ensure that anyone on the corridor or close to the classroom are encouraged to seek refuge in the nearest classroom/ workspace that is secure.

Pupils

All pupils are to seek secure refuge. If pupils are in class, they are to find a spot in the room that is away from windows and doors, stay down and remain silent. If pupils are on the corridor they should find the nearest classroom, find a spot away from the windows and doors, stay down and remain silent. If pupils are in social areas, they are to find the nearest secure point, stay down and remain silent. If pupils are outside (i.e., for break or PE) staff will direct pupils to the nearest secure area, stay low and remain silent.

Pupils who require additional support within a Lockdown (for example, SEND pupils) will be supported by train members of staff.

Support Staff

All support staff should seek refuge in a secure spot immediately. Support staff should encourage others to find a safe place to remain until lockdown is over. Staff should close all blinds and shut all doors to ensure the area is secure.

Site Staff

All caretaking and cleaning teams should seek refuge in the nearest room immediately. Where possible they should encourage others to do the same.

Visitors

All visitors should seek refuge in the nearest room immediately. Where possible they should encourage others to do the same. Visitors should remain where they are until they are told lockdown is over.

Contractors

All contractors on site should seek refuge immediately. Where possible they should encourage others to do the same. All contractors should remain where they are until they are told lockdown is over.

Staff should remind everyone in the vicinity to always remain silent and remain calm.

4. Reporting arrangements in the event of a Lockdown

The following reporting arrangements should be followed in the event of a lockdown. All other staff are to avoid unnecessary contact with the Incident Commander, Communications Officer, Record Keeper and CCTV Officer unless they have key information regarding the incident.

Incident Commander: Liaise with emergency services.

Communications Officer: Report to the Incident Commander regarding the incident.

Record Keeper: Liaise with the Communications Officer and Incident Commander.

CCTV Officer: Liaise with the Incident Commander and Communications Officer.

5. Communications

Classroom / Office

Throughout a lockdown, the Communications Officer is required to keep in contact with staff around school to provide updates and information regarding the incident. The school uses a secure communication system in the case of a lockdown.

Parents & Carers

This will be done via email or text message once the Incident Commander and Communications Officer are able to do so. All communication to parents and carers will be halted until the incident is managed and is safe to do so. The purpose of the delay in providing information is to avoid misinformation or panic taking place.

Staff and pupils must refrain from using their mobile devices throughout a lockdown event. However, if a parent receives a message, they should not act or respond until the school sends notification that the lockdown has been lifted. This is to ensure the safeguarding of both pupils and staff.

6. Procedure of a classroom or office lockdown

Classroom / Office

1. All external and internal doors must be locked or blocked (For example, move furniture to obstruct doorways).
2. All pupils and staff to turn **all** devices on silent or off.
3. Close all curtains or blinds.
4. Turn off all lighting.
5. Pupils and staff to hide out of the line of sight of the door.
6. All pupils and staff to be silent from this point forward until instructed otherwise.

Everyone in the room **must** always remain in the classroom or office. Once the room is locked down, the door cannot be re-opened.

7. Lockdown Procedure

A helpful flow diagram of each step is available. Please refer to section 10.

Stage 1 - Raising a concern regarding an incident or threat

Staff Member

1. To raise concern with an SLT member of staff. SLT will then move to stage 2 (critical decision)

Pupil:

1. Report any incident or threat to the nearest member of staff (blue lanyard) and provide as much information as possible
2. Member of staff will then follow "Staff Member" steps above

Visitor:

1. Report any incident or threat to the nearest member of staff (blue lanyard) and provide as much information as possible
2. Member of staff will then follow "Staff Member" steps above

Contractor:

1. Report any incident or threat to the nearest member of staff (blue lanyard) and provide as much information as possible
2. Member of staff will then follow "Staff Member" steps above

Stage 2 - Critical Decision

SLT members will assess the risk and determine if the incident or threat requires one of the following options:

- No lockdown required, can be resolved internally
- Partial lockdown required
- Full lockdown required

Stage 3 - Initiate Lockdown

If a lockdown is required, the Incident Commander will take lead. Notification will be sent to the entire school confirming that the school is entering a lockdown and procedures must be followed.

The Lockdown Team is now live.

Stage 4 - Ongoing situation

With the school being in lockdown, the Lockdown Team will be undergoing the following key roles:

Incident Commander

Communicate with the emergency services and providing updates to the Lockdown Team

Communications Officer

Communicate information to all members of staff and ensuring any students who are not locked down, have a safe location to go to.

Record Keeper

Will record all decisions being made and when required, assisting the Communications Officer.

The record keeper will also be communicating information to the Lockdown Team when required.

CCTV Officer

CCTV Officer will relay relevant updates to the Lockdown Team to ensure timely and accurate information is shared. This information will also be passed onto the emergency services.

Stage 5 - Resolution / Aftermath

Only when the emergency services state that the “all clear” can be given, will a new notification to all staff will be sent stating that the “Lockdown is now lifted”.

Once notification has been received, all staff are able to return to normal operation (if possible).

SLT members will meet to undertake an emergency meeting to review the event and lessons identified.

8. Post Incident Actions

After a full or partial lockdown, a full report and de-brief will take place with all key staff involved with the lockdown incident.

The meeting will discuss the incident in full and work with the Site and Operations Manager to ensure that the building is as secure as possible.

Information will be circulated to staff and pupils following the lockdown, including any changes to our procedures around school.

Information will be circulated to parents and carers following the incident via a letter, news bulletin, email or text message. This will contain key information on the lockdown and changes made to the school plan to ensure the premises are as safe as possible.

Channels of communication will be opened to allow any areas of concern to be voiced. All parents and carers will receive an email with a feedback form attached. This feedback will be collated and reviewed by both SLT and the schools Governing body.

When needed, counselling and support sessions will be offered and arranged for all those involved in a lockdown.

9. Lockdown Drills

School will undergo a lockdown procedure at least once a year to ensure that everyone within the school follows and understands what to do if an incident occurs.

Lockdown drills will be monitored by the Site and Operations Manager and feedback provided to the Headteacher and SLT. Training and support will be offered when required to improve lockdown protocols.

Tutors are provided with tools to explain to pupils what to do in the event of a lockdown. Posters are provided and should be displayed around classrooms and social areas to educate pupils on the school's processes and procedures.

10. Flow Diagram of Lockdown Procedure

[Please click the link to view the flowchart of our Lockdown Procedure.](#)