



Tudhoe Learning Trust

Lock Down Procedures

Approved by:	Trust Chief Executive Officer	Date: September 2025
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Last reviewed on:	September 2025
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Next review due by:	September 2026
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Introduction

There is no statutory requirement for a school to have a Lock Down Policy or Lock Down Procedures, but common sense and good practice dictates that consideration should be given to circumstances in school where extreme or emergency action may need to be taken in the same way as procedures are in place for a fire in school. The decision to have a Policy or Procedures in place should be determined based on an assessment of risk according to locality and local intelligence.

Situations

Examples of situations may occur are:

- An incident or civil disturbance in the local area or community.
- An intruder on site.
- Local pollution such as a smoke plume or gas escape.
- A major fire within the vicinity of the school.
- A dangerous dog on the loose.

What to think about

It is valueless to provide generic procedures due to the variances between settings. However, the following may be relevant to consider:

- If something happens, how will we alert staff?
- If something happens how will staff raise the alarm and initiate lock down procedures?
- If children are outside and we need to bring them quickly, how will we do that and vice versa?
- How will staff alert SLT to any children not accounted for?
- What will partial lock down and full lock down mean for our school?

What to remember...

- Communication between adults should be discrete so as not to cause alarm to children.
- Parents should be informed of the school being in lock down including:
 - Providing enough information to appraise parents but not cause unnecessary alarm
 - Asking parents not to ring the school (to avoid a deluge of calls)
 - Asking parents not to come to school (to avoid a further safeguarding issue and to prevent exposing them to potential harm)
 - Assuring parents that they will be notified as soon as it is safe to come to school.
 - Making parents aware of what arrangements are in place if the lock down situation extends beyond school closing time.

Close all the doors and window

Lock up

Out of sight (don't attract any unwanted attention)

Stay quiet (if necessary)

Endure (be prepared if lock down goes on a while)