East Somerset Federation

Bruton
Primary School

Upton Noble
C of E VC Primary

Lockdown Policy

Approved by the Governing Body of

The East Somerset Federation

Signed: Suzanne McCutcheon/Anna Chubb – Co Chair of Governors

Date: 1st September 2026

Date for Review: 1st September 2027

Partial Lockdown

Alert to staff: 'Partial lockdown' – runner to inform office, office to use foghorn to communicate to staff and pupils

Audible Alarm on Playground – Repeated sounds of the foghorn

In a partial lockdown, staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. 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 because 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. (Repeated sounds on emergency foghorn will be used to communicate the alert to duty staff at break times).
- All pupils to go to their own bases.
- Office to take registers around to classes and will collect them.
- All staff and pupils remain in building and external doors and windows locked.
- A member of the senior leadership team will check that all external gates are securely padlocked.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct a risk assessment and identify the next actions to take based on advice from the Emergency Services. Inform your Area Schools Support Team (see T and W Emergency Action Plan).
- Pupils must not be released to parents during a lockdown.
- School office will text patents to inform them, if appropriate, not to enter the school grounds.
- Staff will be informed of the termination of the lockdown by email or direct communication with a senior leader.

Staff should encourage the pupils to keep calm and quiet.

A 'partial lockdown' may also be 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.

NB. If a situation occurs after 3:15pm or before 8.45am, the above procedures should be followed and the most senior member of school staff, on site, will take the lead. Any member of staff if required can contact the emergency services.

Full Lockdown

Alert to staff: 'lockdown' – runner to inform office, office to use foghorn to communicate to staff and pupils

Audible Alarm on Playground – Repeated sounds of the foghorn

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

- Emergency Services to be called by the office.
- All pupils/staff stay in their classroom or move to the nearest classroom or safe place.
- Exterior door is all locked and all windows closed.
- A member of the senior leadership team will check that all external gates are securely padlocked.
- Staff/ visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place.
- Classroom doors closed.
- Blinds drawn, internal door windows & windows will be covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (away from windows).
- Lights, white boards, turned off and laptops moved out of visibility (but kept on for communication purposes).
- Mobile phones should be on silent as stated in the mobile phone policy, so they cannot give away your position.
- Staff should await further instructions.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound. As the cause of the alarm will be unknown, await instructions via email/from emergency services. Do not leave the building until you are advised to.
- Pupils must not be released to parents during a lockdown.
- Staff will be informed of the termination of the lockdown by direct communication with a senior leader.
- School office will text parents to inform them not to enter the school grounds.

In the event of a fire alarm during a lockdown

In the event a school is in lockdown and the fire alarm sounds. The School Business Manager or SLT ensuring that they have a mobile phone to communicate, should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and a SLT member of staff sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school

To minimise the risk of this happening, during a lockdown:

- Ensure that all cooking processes are stopped.
- Isolate any high-risk activities- this could be Science, Art, ongoing maintenance works etc.

- Increase staff vigilance. Ensuring that all fire doors are closed – reducing any likelihood of the spread of fire. Also, ensuring that all available exit routes are un-obstructed and immediately available.
- Good communications – Should the Fire Alarm activate then an initial investigation to be carried out. If this proves to be a false alarm and there is no risk from fire, then and only whilst the building is in Lockdown, you may not need the occupants to evacuate.
- If, however there is a fire, then the risk of staying within the building would be too great and an evacuation would need to be carried out. Partial evacuation may be better than total evacuation, especially if a fire is located in an outbuilding etc. and therefore does not immediately pose a risk to the occupants. This must be completed with a robust risk assessment process.
- Should a fire be confirmed, the emergency services will be contacted immediately, with school passing on that the school is on "lockdown".
- Advice from the fire service states that any incident of this nature will be "dynamic" and procedures cannot be written for all contingencies. An evacuation or the continuation of the lockdown would be decided based on the biggest risk, and what additional resources are available at the time.

Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via text or email.

In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be communicated through text message and emails.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

The East Somerset Federation Schools (Bruton, Ditcheat & Upton Noble) understand that parents will be concerned for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, during a lockdown, school will reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out…'

Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

Emergency Services

Schools within the East Somerset Federation will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the

incident that has triggered the lockdown. Emergency Services will support the decision of the Executive Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area. Schools within the East Somerset Federation will hold regular partial and full lockdown drill practices.

NB. If a situation occurs after 3:15pm, the above procedures should be followed and the most senior member of school staff will take the lead. The emergency services can be contacted by any member of staff, if required.

Appendix 1

East Somerset Federation

Full Lockdown Procedures

Full Lockdown Procedures

In the event of hearing repeated sounds on the foghorn, stay indoors, in the room/classroom that you are in. If you are outside when the foghorn sounds, make your way to your classroom through the nearest door.

Adults to check toilets quickly.

1. Close and lock all doors and windows and turn off lights.
2. Close al window blinds, if safe to do so.
3. Cover windows on internal doors.
4. Keep away from line of sight of main doors, unseen from any windows/doors
5. Remain where you are and await further instruction from senior members of staff.
6. If the fire alarm sounds, await further instructions.

An email will be sent to all staff giving instructions as to what to do – please ensure that this is checked and not on the screen for the children to read.

If you are with children, it is important to:

- remain calm
- reassure them
- remind then to follow your instructions

Useful contact numbers see Emergency Plan