



Lockdown Protocol

1. Purpose

The Lockdown Protocol provides a clear response procedure to a threat within or in close proximity to the school grounds. Its aim is to keep students and staff safe by minimising exposure to risk and maintaining calm and order.

2. RAG-Rated Vulnerability Areas

- **Red (Most Vulnerable):**
 - School gate and perimeter, the grounds, open areas, car parks, and playgrounds (high visibility and exposure).
 - **Amber (Moderately Vulnerable):**
 - Entrances/exits to each building, Reception area, corridors near external doors, spaces with windows and doors facing other amber or red zones.
 - **Green (Least Vulnerable):**
 - The House, Main school building (internal classrooms, hall), KS4 and 5 Building and The Hubs (most secured, self-contained learning areas, with at least two lockable doors/barriers to the outside access).
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3. Lockdown Types

- **Partial Lockdown:**

Threat is outside the immediate school boundary. Movement inside is restricted, external doors and windows locked. Teaching continues indoors.
 - **Full Lockdown:**

Threat is inside the grounds or directly affecting the school. Everyone remains in the most secluded, secured internal rooms until the “all clear” is given.
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4. Activation

- Lockdown will be signalled via an all-staff email, WhatsApp notification, phone calls and verbal announcement.

- Staff in outdoor Red Zones must immediately **escort students into the nearest Green Zone** (The House, Main School Building, KS4/5 Building or The Hubs).
 - Doors, windows and gates to be locked where safe to do so.
 - Where blinds exist, those must be drawn, with lights switched off.
 - Where students have cognitive capacity to understand the severity or the situation, they are to be informed of the lockdown and the necessity for silence.
 - Where students are unable to comprehend this and comply with such instruction, staff are to keep noise level to the minimum, whilst accepting increased vulnerability.
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5. Staff Actions

- **NO EXTERNAL COMMUNICATIONS PERMITTED**
 - **If outside (Red):**
 - Stop activities, gather students quickly, and move into nearest safe building.
 - **If in Amber areas (entrances/reception):**
 - Lock doors, guide students deeper into the building (into, or towards the Green Zone).
 - **If already in Green Zones:**
 - Stay in classrooms/offices, lock doors, close blinds, keep low and out of sight of windows.
 - Maintain silence, where possible, and reassure students.
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6. Communication

- Internal updates given via **school email, WhatsApp and verbal instruction**
 - Families and external agencies will be contacted only when safe and authorised by the Headteacher (or Deputy).
 - No personal or work phone use unless in emergency.
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7. All Clear

- The “all clear” signal will be communicated by Leadership Team only.
 - A debrief will follow with staff and students, including wellbeing support.
 - Communication to families will follow as soon as possible or authorised by emergency services.
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8. Review

- This protocol will be reviewed annually and after any practice drill or real incident.