

Elmhurst School



ELMHURST

Lockdown Policy and Procedure

bellevue

Last Reviewed July 2025

To be reviewed annually

Elmhurst School – Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- HT/TIC or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by HT/TIC/office staff that it is in 'lockdown' by word-of-mouth
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify HT/TIC/office staff if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (eg for trips, off-site sport or fixtures) and advise them not to return to school until the 'all clear' message has been given.

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an electronic message sent out via iSams:

School is in a lockdown situation due to

The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.

Please do not collect your child or come to the school until you receive the 'all clear' message.

Thank you

Rehearsal

The school will undertake a periodic rehearsal of lockdown procedures. This may take place on a staff training day, in order to minimise any stress or anxiety caused to the pupils.