



## Lockdown Policy 2025-2026

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## Lockdown Policy

Poltair School has, historically and in the relatively recent past, been subject to a low level of unauthorised incursions. The intent of this policy and procedure is to minimise the effect of such an incursion.

There is also a threat to Schools and Academies nationally from a terrorist/extremist weapons attack.

- Presently the national threat is SUBSTANTIAL.
- Schools should have a contingency plan and procedures in place to deal with it similar to fire procedures.
- Unlike Fire Procedures, which in most cases means evacuating to an external assembly area, this will most likely require 'Invacuation' to a safe area(s).
- Perhaps better described as temporary refuge areas, these are places that are safer than staying where you are and safer than immediately evacuating.

## Aim

The aim is to protect students and staff from attack until the Police take control of the area / incident.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students and staff in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

## Procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally of air pollution (smoke plume, Gas cloud)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

## Lockdown Plan

### On receipt of information that would potentially trigger a lockdown:

- The SLT core: Headteacher and Deputy Headteachers and Site Manager or deputy will gather at the Site Team Office to take initial control.
  - Information will be assessed, and decision made regarding the initiation of a lockdown or taking other action.
  - If the lockdown is initiated, then a member of the Senior Leadership Team will ensure that a 999 call is made to request emergency services.
  - The controller will be as listed as per the Key Staff and Responsibilities table included within this policy and will be in order of available seniority.
- The school's computer system, radio broadcast on Channel 16 or telephones will be used to transmit the message.
- If necessary, the message 'Lockdown' will be taken or sent by members staff or site team to all areas of the school.
- IT staff to initiate the computer message to go live to all computers / screens
- Any classes that may be on the sports field or playgrounds will be informed so that they can return to class or take alternative cover. Any other available adults may be used to pass the message quickly around the school.
- A staff member from the reception area will lock the front door.
- Staff and students should return to their classrooms via corridors where possible.
- The message is 'LOCKDOWN' with no further explanation at that time to make the process as quick as possible.
- Responsible adults should ensure that the external classroom doors and windows are locked.
- Responsible adults in class should take a head count or register to ensure that all students are accounted for and inform the Attendance Officer by internal phone of any that are not.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the astro-turf or beyond and carry out the usual procedures in place for school evacuation.
- Otherwise, everyone should remain inside until an all clear has been given or we have been told to evacuate by emergency services.
- Evacuation will be notified from the controller by radio (Deputy Headteacher) with a planned route notified.

A lockdown may be initiated by any member of staff if the situation requires it.

### Further action depending upon the nature of concern:

- Block access points to the school and classrooms with furniture to provide obstruction.
- Close all windows and blinds.
- switch off lights where possible.
- Sit on the floor, under tables if practical.
- Hide below window view height.
- Staff should encourage the students to keep calm.
- It is of vital importance that the school's lockdown procedures are familiar to all members of staff.

## Partial Lockdown Alert to staff

'Partial lockdown.' This may be due to a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### Immediate action:

- All outside activity to cease immediately, students and staff return to the school buildings.
- All staff and students remain inside buildings and staff to secure external doors and windows.

Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

This can then be communicated to staff and students via email, radio and verbally.

'Partial lockdown' is 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.

If it is necessary to evacuate the building, the message will be passed by screen notification, radio and verbally. The fire alarm will NOT be sounded and a verbal message to evacuate shared. At this point the decision will be made to evacuate to the normal evacuation points, astro-turf or offsite to the Football club.

## Communication with Parents

Parents will be notified as soon as it is practicable to do so via email. IT will complete this by using the template, found on appendix 2.

Students will not be released to parents during a lockdown.

In order for parents to be aware of our procedures a copy of this Policy will be available for parents via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. 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 is doing everything possible to ensure his/her safety.
- Do not contact the school. Calling the School will restrict telephone lines which are essential for contacting emergency providers.
- Do not come to the school. This could interfere with emergency 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 for students to be released and the details regarding collection.

## Emergency Services

It is important to 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. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

## Lockdown Roles and Responsibilities

The Headteacher or nominated deputy will take initial command of the situation and arrange for information to be collated and distributed.

The Headteacher, Deputy Headteacher's and SLT will attend the best selected location: Site Managers Office, IT Office for CCTV or another room with computer access. SLT will take operational control, using CCTV and communicate by radio and using the computer screen messaging system.

Staff are to carry out duties assigned by this policy and the SLT.

Site Team will assist with observations through the CCTV system and advise the controller of observations.

Site Team will provide mobile responders to areas directed by the controller.

## Key staff and deputies

Role	Primary Staff	Deputy
Director / Controller	Rich Cardigan	Neil Treadwell Emma Owen
SLT	Heidi Spurgeon	Deb Roberts
Site Team Office - CCTV	Trudie Bulley	Site Team Member
IT – notification of Lockdown, communication with staff and parents	Andy Gasiorowski	Other IT staff
Attendance	Esther Audsley	Alison Parsons

## Appendix 1 - Staff Lockdown Procedure Notes

### Phase 1: Staff are alerted

A message will appear on all computer screens to alert staff that a school lockdown has been initiated. Radio calls broadcast on Channel 16 will alert all radio holders.

Radio holders switch to Channel 15.

## **Phase 2: Secure students in classrooms**

### **If the lockdown alert occurs during a lesson or registration time:**

- Inform the class in a calm manner that a lockdown procedure has begun.
- Secure the classroom door by locking it or using a door wedge.
- Close windows and blinds (if fitted).
- Turn off lights.
- Turn off projector if applicable.
- Constantly and repeatedly reassure students.
- Instruct class to sit down on the floor and, where possible, move under tables.
- Where it is not possible for students to move under tables (i.e. Drama studio and Technology classrooms), ask students to sit on the floor away from entry points to the classroom.
- As far as possible, ensure students are not visible through the glass panel in the classroom door.
- Do not allow students to use their mobile phone.
- Complete a register of the students with you – notify the Attendance Officer of any students you know to be out of your classroom.
- Await further information or instructions – screen messages will be updated regularly.
- Position yourself so that you can see your screen.

### **If the lockdown alert occurs during a lesson when you are outside with your students (i.e. a PE lesson or an outdoor lesson practical):**

- If you are with your class on the courts escort students to the Study Centre.
- If you are with your class on the astro-turf, or any of the sports fields, then escort the students to the Sports Hall.
- If you are teaching anywhere else outside then escort the students to the Sports Hall or Study Centre, depending on which is nearest.
- If you are teaching students in the Forest School or Garden, then escort students to the Sports Hall.

### **If the lockdown alert occurs during assembly:**

- Stay in assembly and follow the behaviour protocol.

### **If the lockdown alert occurs during break time or lesson changeover:**

- Make yourself visible to students in the corridors / building access points.
- Calmly direct students into the nearest available classroom and take responsibility for securing those students in the classroom.
- Aim to ensure the classroom space is utilised well by a class full of students (approximately 30/34).

- If you are on duty in the canteen then direct students towards the Main Hall where a team of staff will be hand to direct the students.
- If you are on duty outside direct the students to the nearest entrance to a school building.

**If you are non-teaching member of staff:**

- Find the nearest available room to secure yourself in and support the young people in your vicinity.

### **Phase 3: The 'all clear'**

- The 'all clear' will be signalled verbally by a member of the Leadership Team or the Site Team and on all computer screens.
- This is the only way in which the 'all clear' will be confirmed.
- Under no circumstances should you respond to the continuous ringing of the fire bell once the lockdown alert has occurred.
- Please be aware that it will, in all likelihood, take a while for the 'all clear' to be signalled as the whole school site needs to be checked for any potential threat. Please continue to reassure students.
- Once you have received the 'all clear' then you can resume your lesson/dismiss the students with you and ask them to continue to their lesson or resume their break.

### **General guidance:**

- Be a calm and reassuring presence to all students under your care.
- Ensure that students listen and follow your instructions.
- Insist upon the students being quiet.
- Insist on students remaining where you have asked them during this period.
- Take every precaution to keep yourself and the students with you safe.

## **Appendix 2 – Communication with Parents Template**

Subject: Important Notification: School Lockdown Protocol Activated

Dear Parents/Carers,

We are informing you of a significant development at Poltair School. As part of our commitment to maintaining the safety and security of our students and staff, we have initiated our lockdown protocol.

Our primary concern is always the well-being of our students and staff, and this measure is being enforced as a precautionary measure in response to *[brief explanation of the reason, such as a potential security threat or safety concern within the vicinity of the school]*.

During the lockdown, all students and staff have been instructed to remain inside their classrooms or designated safe areas until further notice. Doors will be locked, lights turned off, and all activities suspended. This is to ensure that everyone remains safe and accounted for until the situation is resolved.

We want to assure you that the emergency services have been notified and are actively involved in managing the situation. Our staff has been trained to handle these types of scenarios, and they are working diligently to ensure the safety of everyone on site.

We understand that this news may be concerning, but please know that our top priority is the safety and security of your children. We will continue to provide updates as more information becomes available and will communicate any changes to the situation.

In the meantime, we kindly ask for your cooperation and understanding. It's essential to remain calm and refrain from coming to the school, as this could interfere with the ongoing efforts to resolve the situation.

Thank you for your cooperation and understanding.

Sincerely,

Poltair School