



# SUMMERHILL SCHOOL

## Lockdown procedures Policy

### Summerhill School



|                                               |                                                                                                                 |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Member of staff responsible for Policy</b> | Mr Harris<br>Headteacher                                                                                        |
| <b>Applies to:</b>                            | All students and staff                                                                                          |
| <b>Review committee:</b>                      | Summerhill Senior Leadership Team                                                                               |
| <b>Approval by:</b>                           | Summerhill School Governors                                                                                     |
| <b>Review frequency:</b>                      | As necessary (In-line with any amendments to school policy, procedures, change in legislation or every 2 years. |
| <b>Review ratification and summary:</b>       | See below                                                                                                       |
| <b>July 2026</b>                              | Introduction (Review February 2027)                                                                             |
|                                               |                                                                                                                 |

#### Rationale

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the schools fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

#### Lockdown Procedures

There are certain circumstances which may trigger a lockdown: a civil disturbance, an intruder which poses a potential risk to the community, school or even a dangerous dog roaming loose. These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of our community.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to



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the security of the site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: **Run, Hide and Tell.**

## Alerting the school community

### Scenario one: the community is alerted to the danger

An alarm (different to the fire alarm) is used to alert the school community to an attack.

- Any member of staff who believes that the school is subject to an attack should inform reception staff or HT straightaway, providing information about the situation.
- If possible, reception staff should inform the HT immediately (DHTs in his absence; AHTs in their absence).
- HT consults Emergency Services if appropriate. HT (DHT/AHT) makes decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Headteacher will sound the Alarm (Alarm located in the Headteachers office).
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. Members of staff should sound the alarm if they are able to.

### Scenario two: an individual is alerted to the danger (RAL)

- Ring the emergency services/police
- Alert Main & Student Reception
- Lockdown procedure is operated

## Response to lockdown alert

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms.
- Students on the school site but outside the buildings should be brought in immediately and go to the changing rooms but only if it is safe to do so. Staff with students should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the site, especially during a high-risk incident.

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist students accompany them to seek alternative exits to the school site.

Once students are inside the buildings:

1. Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.



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2. Classroom and office doors locked, key to be used by those staff who have one or where required.
3. Windows locked, blinds drawn and lights turned off especially in ground floor classrooms/offices.
4. Once all doors and windows are locked, they remain locked until the 'Lockdown' has been lifted.
5. Staff turn off stop/gas buttons in any classroom or areas they are in.
6. Everyone sits quietly out of sight (e.g. under desk, around a corner or against a wall).
7. Everyone should encourage pupils to keep calm and asked to stay away from windows and doors.
8. Everyone should inform students not to use mobile phones and to remain silent.
9. If it is necessary to evacuate the building, a message will be announced via the Tannoy system.
10. Staff should then await further instructions (**via our internal messaging system**). Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
11. Leadership Group will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
12. Everyone remains in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

## Training

Staff informed about lockdown policy - Staff shown map of the school - with access points and alternative exits highlighted (Appendix B).

Staff training on the **Run, Hide and Tell** practice (Appendix A).

Students informed about lockdown procedure.

Information to parents in a newsletter that we have a lockdown policy.

Conduct a number of tabletop exercises with the Leadership Group to test the procedures against a variety of scenarios.

Lockdown drills should be conducted at least once per school year.



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Feedback should be gathered after drills to improve response effectiveness

## **Responsibility to review document**

The policy is reviewed once a year by the School Governors.



## APPENDIX A

Stay Safe Firearms and weapons attack 'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the DfE (.gov) website [Protective security and preparedness for the education sector](#)

### [1] Run

- If you can, locate the threat using sight and hearing
- If there is a safe route, run
- Insist others go with you, but don't let their hesitation slow you down
- Don't waste time filming videos or collecting belongings
- Running to safety is your best option.

### [2] Hide

- If you are unable to run, you should hide
- If possible, lock yourself in a room with solid walls, barricade yourself in and move away from the door
- Find cover that can withstand threats such as a knife attack
- You may need to use any hiding place that puts you out of sight of the attacker
- Be very quiet and still, silence your phone and turn it off vibrate.
- Avoid any noise or movement that will attract the attacker
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Lock / barricade yourself in.
- Move away from the door.
- Stay hidden until you are rescued by identifiable police emergency responders.

### [3] Tell

- Call 999 - What do the police need to know?
- Listen carefully to the operator and give as much information as you can
- If it is safe to do so, stop other people going towards the danger
- Can you also alert other staff in the building to the threat?

### Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

### Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.



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## Appendix B – School Map

