

 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 cbac WJEC
---	---	--	--	--	---	--



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence

LOCKDOWN POLICY

2025 to 2026

JCQ - Good Practice - 5

Policy by Roxy Charmer – Operations Manager

Exam enhancements Karen Bane Exams Officer

This policy is reviewed annually to ensure compliance with current regulations

Emergency Lock down procedures

The lockdown procedures could be triggered by a number of situations including:

- An incident in the local community
- An unauthorised person on site
- A decision is taken that Lock Down (in vacuation) is safer than evacuation

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below.

Remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

- **A senior member of staff will activate the Lock Down Alarm sounding once continuously for 15 seconds**

Action: The action below must be implemented once the Lock-Down alert has been activated.

- **Invigilators are to ask candidates to put their pens down and close all booklets**
- **Invigilators to make a note of the time / keep candidates calm**
- **The Exams Officer / Senior Leader will get to the hall as soon as possible**
- **The Exams Officer / SLT will check the attendance registers**
- **All lights are to be switched off and doors locked**
- **The Exams Officer will liaise with SLT to check all okay in the access rooms.**

End of Incident:

Once the situation is resolved, the lock down alarm will sound again to signal that lock down has ended

Debrief: SLT to debrief all staff on the incident and inform all parents what had occurred, and provide reassurance for the safety of all children and staff.

- **OFSTED** to be informed of the incident.
- Security risk assessment to be reviewed.

Southlands High School Invacuation Procedure

Issue /Concern & Alert Raised

A) Information received, guidance recommended e.g Police due to an incident in the local community or an internal threat is identified (Headteachers decision)

B) A decision is taken that it is safer to invacuate rather than to evacuate

C) Decision to lock site down made by SLT

**Signal- 30-60 seconds continuous of invacuation alarm
3 bell rings to end invacuation**

MAIN SITE INVACUATION

Area	Responsibility
Main gate	Site Team
Main corridor ground floor	FMC
Drama/Music and Student entrance	ASH
Dining halls/Trust/Library area	CME/Site
Outer Reception Door/ Reading room	OM
Science	SCL/JSH
Art	KHO
English	KSL(SCA/NFA)
Maths/M12	KSL (SCA/NFA)

*(If safe and required)

SLT RESPONSIBILITY

SLT/ staff in list above to lock down main building entrances. Cross check classroom doors & external doors are locked and lock internal corridor/dividing doors if safe to do so and if not teaching.
SLT/ staff in the list above to provide additional information if necessary to classrooms in their area.
SLT/ staff in the list above to check with teachers all students in their class are accounted for.

INDIVIDUAL BUILDING INVACUATION

Area	Responsibility
Girls Gym/PA Block (if occupied)	MLE
Sports Centre	MLE/LHI
East block 1 st Floor	GMC
East block 2 nd Floor	JHI/JKN*

CLASSROOM INVACUATION – CLASS TEACHER RESPONSIBILITY

- All staff to lock classroom doors from the inside & windows & check adjoining doors & external fire doors are locked & secured.
- Staff should send which staff members including themselves and supply are in the room with them using the Microsoft form on their desktop.
- Staff to ensure all curtains / blinds are to be closed. Whiteboard screens are also to be switched off however teacher screens can remain on. Teachers should remain out of sight and sat with the students.
- Staff and students are to remain in situ under lock down and wait further direction/instruction and wait for 3 bells ring to sound to signal the end of the invacuation.
- Staff should instruct students to be sat away from any windows and out of line of sight. They should be spaced out for comfort. Staff should ensure no mobile phones are used during this time. (Unless the staff member needs to alert SLT or in the case of an emergency). All blinds should be put down if it is safe to do so.
- Staff should be mindful of all medical conditions, welfare and vulnerable students. If a student shows severe distress email the head teacher for assistance.
- Should an exam be in progress, Examinations Officer / Designated Deputy will follow specific exam invacuation procedure.
- Should it be decided that the school should Invacuate at either lesson changeover, break or lunchtime, SLT and other available staff will direct students to the nearest safe room.
- MDO/ staff will get a message to outdoor PE groups to gather in the changing rooms and lock down if the threat is outside the sports centre. If the threat is within the sports centre PE staff are to keep the students in the centre of the Astro and lock any gates. A staff member should inform SLT and await further assistance.

OFFICE BASED STAFF INVACUATION

Staff based in an office with windows / doors onto the external school site should make their way to the closest office or classroom. Reception staff should move out of site from main reception windows.

COMMUNICATIONS

PBO/LHA/NWI/SGA/RCH and MSE;

- To gather in PBO Office (Control Room).
- Inform GMP, Mosaic Learning Trust CEO and LCC (if applicable).
- Available for liaison communication with GMP/other professionals.
- RCH to keep a log of events.

Radio usage: Comms In LHA / Comms Out MSE (no staff should use the radio unless communicating directly with LHA and MSE)

- Disseminate advice/ instructions via SLT radios.
- Oversee communication with parents, face to face, via phone, email etc. ICT to oversee publication of information.
- Once areas have been locked down SLT to remain in allocated areas – available via radio contact awaiting further instruction.

ADDITIONAL INFORMATION

- All Radios should be changed to channel 3 for emergency procedures.
- Site to check all external doors are locked and allow for LHA to enter Main building from East block.
- Lockdown alarms are located in reception, SEND and Sports centre. Staff in these areas should use their judgment on when to press the alarm.
- SEND staff should locate themselves to FMC office with any students.
- MSE should liaise with site team on securing the perimeter (depending on threat level).

*JHI/JKN to get radio from Triage for point of contact for the east block. Headsets must be used for privacy. Radios turned to channel 3 for emergency procedures.

In the event of an exam the exam officer/lead should ensure the invigilators are aware of the procedure and secure their rooms keeping out of site and follow the procedure above. The exam should be stopped and time noted. For records.