



Severn Valley School

LOCKDOWN POLICY

Date Approved: January 2022

Date of Review: January 2024

MONITORING, REVIEW & EVALUATION

Headteacher

Purpose of the Lockdown policy

The Lockdown Policy would be used if there is a danger or a perceived danger outside the buildings which could affect our pupils or staff. This could be caused by people who are threatening the safety of our pupil or staff, or it could be a danger from gas, chemicals or other natural disaster.

In the event of an emergency office staff / Headteacher will advise all staff. This means that the school will carry out the lockdown procedure:

- Staff will ensure all pupils are inside the school buildings.
- If children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open.
- A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child.
- All staff will ensure all external fire doors are closed and ensure entry doors are locked.
- In the event of the need to call the emergency services the office staff will dial 999 and request the emergency services required.
- The all clear signal will be given by a member of SLT or office staff in person to each class.
- A Groupcall message will be sent to advise of the emergency and a note will be posted on the school website.
- If we are still under a warning at the end of the school day the children will only be released from school if their parents, nominated representative or taxi, are there to collect them. Any children that are not collected will be kept safe and under supervision until parents / carers are available to come and take them home.