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# SHOREHAM ACADEMY

## Lockdown Policy

Updated: December 2025

Next review: December 2026

## Lockdown Procedures

### 1. Rationale

As part of our Health and Safety policies and procedures, the academy has a Lockdown Policy and procedure.

On very rare occasions, it may be necessary to seal off the academy so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

There are two types of lockdown. A partial and full lockdown.

### 2. Notification of Partial Lockdown

In a partial 'lockdown' staff and students must remain in the academy main building and all doors leading outside must be locked other than dedicated emergency evacuation doors which will be secured on automatic locks. No one would be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so.

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

Staff will be notified that partial lockdown procedures are to take place immediately on hearing an automated phrase over the Tannoy stating 'An incident has been reported please stand by for further instruction' Whistles will be used in 5\*5 blasts to alert those in external areas to return to the academy.

The Gateway classrooms would be contacted by SLT and premises staff and alerted that the main academy was in partial/full lockdown. (Responsibility for Senior Assistant Principal, Mrs S Butler, in her absence SLT hi vis)

Any PE staff at Middle Road will be called and advised of partial/full lockdown and next steps they should take. (Responsibility Director of Sport, in his absence Assistant Principal Mr K Felton)

#### 2a) Partial Lockdown Immediate action

- All outside activity to cease, students and staff return to the main building. (The Shoreham Port hall will be evacuated to the main building.)
- The Gateway building will be secured by Lead Gateway staff and students will lockdown in the Gateway Centre's secure location.
- All staff and students remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off. (Responsibility - Premises Manager)
- Anything to hand should be used to seal up all the cracks around doors and any vents into the room – the aim being to minimise possible ingress of pollutants.
- Staff should await further instructions.
- Depending on advice from emergency services the main school gates may be locked shut.

The emergency services should be called by the Principal. This will be deemed as a '**partial lockdown**'. This puts the academy in a state of readiness (whilst retaining a degree of normality).

Communication during a ‘partial lockdown’ will be via the academy’s email system, tannoy, internal phone system or direct communication from the Lockdown Manager (Principal or lead member of SLT).

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. All senior staff that are not supervising students in class are to move directly to the Principal’s office with their deck phones.

### **3. Full Lockdown Procedure**

Should the senior person in charge deem it necessary to activate the ‘**full lockdown procedures**’, then the signal will activate (this is an automated voice message on the Tannoy stating, ‘An incident has been confirmed, please secure the building now’). If a lockdown occurs before or after school or during mentor time all students and staff should immediately go to their mentor classroom or main working office and either lock or barricade the internal doors. If a lockdown occurs during break or lunchtime staff and students should go to their next lesson’s classroom. If a lockdown occurs during regular lessons all staff and students should remain where they are in their timetabled classes. In the event of a full lockdown PE teachers should escort their classes back to the changing rooms and lockdown there. The aim of a full ‘lockdown’ is for the academy and its rooms to appear empty. Where possible staff and students should be positioned away from possible sightlines from external windows/doors. Lights, display screens, whiteboards and computer monitors should be turned off; staff mobile phones put on silent mode and student mobile phones switched off. See appendix 3 for advice on locking and barricading rooms at Shoreham Academy.

All doors including emergency evacuation doors will be locked with keys.

#### **3a) Guidance Procedures:**

Follow the **CLOSE** procedure: Staff will be responsible for this.

- Close all windows and doors
- Lock up and barricade where there are not any locks.
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure - Be aware you may be in lockdown for some time

Students and staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged. The pastoral and ILS teams will move to the nearest classroom to support the teacher and students there.

NO ONE SHOULD MOVE ABOUT THE ACADEMY unless they are part of the lockdown team. (SLT, Behaviour & Safety Officer, Premises team, Attendance Team, Bursar, Student Services Manager).

Staff will support children in keeping calm and silent.

Staff will remain in lockdown positions until the Lockdown Manager sounds the ‘all clear’ alarm (An automated voice message repeating ‘All clear’ 5 times).

If the fire alarm sounds during a ‘full lockdown’ it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

As soon as possible after the lockdown teachers return to their classrooms, conduct a register and notify the attendance team immediately of any students not accounted for.

#### **3b) Unsafe Areas**

The following areas must not be used during a full lockdown and should be evacuated as they cannot be secured:

Main reception, atrium, main hall, Shoreham Port hall, A25 pod, reprographics, admin office.

## **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the academy's established communication network - text parents and posting a 'splash page' on the academy's website. (Admin Team to send SMS via Arbor, ICT Support to update the website if instructed to by the Lockdown Manager or the Principal)

Parents will be told: 'the academy is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors are locked and nobody is allowed in or out...' Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. The message may be adapted depending on the situation that is ongoing.

Students will not be released to parents during a lockdown. If the end of the day is extended due to the lockdown, when possible parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Lockdown training**

All staff will be informed of what to do in the event of a lockdown and staff will be reminded on an annual basis of the lockdown procedures and their roles.

## **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.