



**Pear Tree Community Junior School  
Lockdown Procedure**

**Version Dated: June 2025**

## Introduction

At Pear Tree Community Junior School, the safety and well-being of students, staff, and visitors is our highest priority. This Lockdown Policy outlines the procedures to be followed in the event of a serious incident that may threaten the safety of the school community. These procedures are designed to ensure a swift, coordinated response to a range of potential threats, including intruders, nearby criminal activity, or environmental hazards. Regular drills, training, and clear communication will help minimize confusion, reduce harm, and protect lives in an emergency situation.

The document has been written with consideration to the DfE guidance document titled “**Protective security and preparedness for education settings**” - April 2025.

The plan ensures that everyone knows how to react in a high-risk situation, helping to minimise confusion, prevent harm and save lives.

This document outlines the lockdown procedures designed to protect our school community during such emergencies.

## Testing and Drilling

- Testing of the Lockdown procedures ensures that the procedure is refined and works in practice and is effective.
- Senior Leaders have considered how the Lockdown Procedures and drills are carefully and sensitively explained to pupils and parents/carers. This ensures that everyone understands the importance of the procedure, of being prepared and why drills are conducted rather than just in response to a threat.
- Following DfE guidance, Lockdown drills are conducted on a termly basis.
- Drills are key to ensuring that every member of staff knows and understands the Lockdown procedure and are empowered to instigate it if required.
- Staff will receive training on the Cosafe system and lockdown protocols.

## Threats and response

Three main scenarios create a threat to the school and would require the Lockdown Procedure to be activated:

- 1- A threat from beyond the perimeter and would require the site to be secured and everyone brought inside.
- 2- A threat on the school grounds and would require a focus on securing the building and moving people away.
- 3- A threat inside the building which could require individual spaces to be secured and doors barricaded.

A lockdown may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Factors taken into account when creating this plan

- Available means of internal communication
- Age of pupils

- Needs of pupils and staff
- Site layout
- Geographical location

Consider the 'stay safe' principles - Run, hide, tell

The NaCTSO has published specific guidance on these principles, which summarises the actions to consider in response to an incident. These are:

- **Run:** escape the incident safely and bring others with you
- **Hide:** when it isn't possible to escape safely, find cover
- **Tell:** call 999 and share information with the police

Key principles

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – be aware you may be in lockdown for some time

### Lockdown Plan

Plan	
Staff responsibilities	
<b>Executive Head /Head of School</b>	<ul style="list-style-type: none"> <li>• Make contact with emergency services.</li> </ul>
<b>Other Senior Leadership Team members</b>	<ul style="list-style-type: none"> <li>• Communicate with parents</li> <li>• Ensure visitors are moved to or are in a place of safety</li> </ul>
<b>Site Manager</b>	<ul style="list-style-type: none"> <li>• Ensure all access points are secured if the threat is:               <ol style="list-style-type: none"> <li>1 – beyond the perimeter</li> <li>2- the threat is on school grounds and the buildings need to be secured further than the Paxton system offers.</li> <li>3 – internal areas are secured where possible if threat is internal.</li> </ol> </li> </ul>
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• Teachers and support staff: stay with pupils, ensure checklists are complete and that everyone is accounted for.</li> </ul>

<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• Internal - Cosafe app alarm is activated and sent to all staff members informing them of the requirement to lockdown.</li> <li>• External – Cosafe app alarm is activated and sent to all staff members informing them of the requirement to invacuate.</li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• Cosafe app to be used to send an “all-clear” communication.</li> <li>• Only authorised users can end the alarm. Once ended, all recipients will receive an alert.</li> </ul>
<b>Evacuation signal</b>	<ul style="list-style-type: none"> <li>• Fire alarm remains on – normal fire evacuation procedures</li> <li>• Cosafe alert to evacuate – assembly points in line with fire evacuation procedure unless communication advises differently.</li> </ul>
<b>Communication</b>	
<b>Ongoing communication during incident</b>	<ul style="list-style-type: none"> <li>• Cosafe app to be used for groups of staff to confirm everyone is accounted for using the ‘checklist’ function. Checklists to be started by SLT/Leadership or Office Team.</li> <li>• Cosafe app to be used to give regular updates to staff to keep everyone informed of the situation as it progresses.</li> <li>• Ensure staff are informed of location-specific instructions, actions required and timing updates as the incident evolves."</li> <li>• Where possible, ensure communication is silent to not alert nearby intruders.</li> <li>• Staff can use the ‘I’m ok’ feature on the Cosafe app to inform that they are safe.</li> </ul>
<b>Lockdown</b>	
<b>Assembly points</b>	<ul style="list-style-type: none"> <li>• Staff to remain in classrooms/working areas with the group of children they are with.</li> <li>• Staff in other areas of the school are to remain in the working area they are in.</li> </ul>
<b>Entrance and exit points</b>	<ul style="list-style-type: none"> <li>• Doors on Paxton system will be closed and will automatically lock</li> <li>• Site team to lock rear toilet door and all corridor and stairwell windows</li> <li>• Class based staff to close class windows and lock where possible.</li> </ul>

<b>Bringing pupils inside</b>	<ul style="list-style-type: none"> <li>• Following an alert from the Cosafe system:</li> <li>• Pupils will enter the building through the 2 playground doors as they would to enter the school in the morning.</li> <li>• Children will head straight to their classrooms</li> <li>• Checklists will be completed on Cosafe system to ensure everyone is accounted for.</li> </ul>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• Lock doors</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk</li> <li>• Close all blinds</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> </ul>
<b>Internal communication</b>	<ul style="list-style-type: none"> <li>• Cosafe system will be used to communicate to all staff.</li> </ul>
<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>• Text message (if required)</li> <li>• Parents would be asked to not call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school to keep them away from the danger.</li> </ul>
<b>Additional notes</b>	<ul style="list-style-type: none"> <li>• SEND Lead will add lockdown procedures to a child's PEEP if necessary</li> <li>• Pupil and staff PEEP's will be added to the Cosafe system.</li> </ul>

Review and share with staff annually or when changes are made.  
Next review due June 2026