



BELMONT SCHOOL
(Additionally Resourced Mainstream School)

Lockdown Policy

SEPTEMBER 2025



UNCRC Article 19 - Every child has the right to protection. Global Goal 3 - Good Health and Well-being Global Goal 3 - Good Health and Well-being Ensure healthy lives and promote well-being for all at all ages.	
Head Teacher	
Name	Mrs P Aggarwall
Chair of Governors	
Name	Mr M Kara
Date Ratified	14 th October 2025
Review Date	3 Years

Belmont School's Vision

Development of the whole school learning community promotes personalised and independent learning throughout the learning journey for pupils and adults. Pupil voice informs all school development priorities – every child, every day make us Stronger Together.

Aims

The school has adopted a lockdown procedure in response to any external or internal event that could pose a threat to the safety of pupils and staff.

The lockdown procedure may be activated in response to any number of situations where there is a potential risk to pupils and staff, but for clarity, situations may include the following:

- A reported incident / civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a risk locally of air pollution;
- A major fire locally to the school; or,
- A dangerous animal roaming loose in the neighbourhood.

Notification of Lockdown Procedure

Staff will know to commence lockdown procedures upon hearing the short message of, **'Blinds Down! Blinds Down!'** across the telephone system or via teams.

Pupils and Staff Lockdown Procedure

1. All pupils and staff should stay or move to the room that they are closest to at the time of the alarm being raised;
2. Any pupils or staff in the playground, field or hall, should move to the nearest room;
3. External doors must be locked;
4. Internal doors must be locked if possible;
5. Windows must be shut and locked, blinds drawn and internal door windows covered (if possible) so an intruder cannot see in;
6. Pupils and staff should silently sit under the tables in their classroom;
7. Turn off lights, computer screen/s and the interactive whiteboard;
8. Keep mobile phones or radios on mute;
9. Await further instruction – this will be sent via the telephone or given in person by a senior member of staff or a member of the emergency services – and please be aware that in some cases, there could be a long period of silence; and,
10. Those with pupils must remain calm, reassure them and remind them to follow all instructions straightaway.

Staff Roles and Responsibilities in the Event of a Lockdown

- Headteacher to contact the emergency services, dialling 999 followed by 55 if unable to speak;
- Assigned Deputy/Assistant Headteacher and Business Manager to contact emergency services in Headteacher's absence;
- Key holders to check and lock internal/external doors as safe to do so; and,

- All adults to shut/lock doors and windows, where possible, to secure building.

Communication with Parents/Carers

Communication with parents and carers will take place at the earliest opportunity following any serious incident to inform of the context of lockdown and to encourage parent/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Monitoring and Review

All of the procedures outlined in this policy will be tested regularly. This policy will be reviewed on a three-yearly basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is autumn 2026.

This policy will also be reviewed and evaluated following any incidents which required it to be activated. The review will be conducted by the SLT and Site Team, in collaboration with the governing board

Lockdown Procedure Drill

A lockdown procedure drill will take place at least once a year to ensure all pupils and staff are aware of what action to take if the lockdown procedure is employed. The drill will be monitored and debriefed to pupils and staff so improvements can be made with the aim to safeguard the pupils and staff at our School.

Staff will ALWAYS have advance notice of a lockdown drill. Therefore, if the alarm is raised without warning, staff must assume it is NOT a drill.

The procedure will be reviewed in light of any issues that have arisen from a drill.

Lockdown Procedure

Lockdown Call: a call of 'Blinds Down! Blinds Down!' across the telephone system or via team's chat

- 1. Stay or get inside the building**
- 2. Lock doors and windows**
- 3. Keep blinds drawn and cover internal door windows**
- 4. Sit pupils out of sight (under the tables if possible)**
- 5. Turn off lights**
- 6. Keep mobile phones on mute**
- 7. Turn radio volume down and keep it close**
- 8. Wait for further instruction, either in person or radio message – and be prepared to wait for some time**

If you are with children, it is important to:

- Remain calm
- Reassure them
- Remind them to follow your instructions