



The LETTA Trust

Lockdown Procedure

Approved & adopted on:	Autumn 2025	To be reviewed:	Autumn 2028
Reviewed by:	Trust Board Resources Committee	Signed:	



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1. Definition

Statement of intent

The LETTA Trust is committed to protecting the welfare of our school communities and as such, understands that clear and effective procedures need to be in place to outline our response in a variety of situations.

Whilst most incidents within our schools can be dealt with following day-to-day procedures, there are more serious incidents which will require an established emergency response. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures are aimed to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical are listed in the following section.

2. Examples of external and internal incidents

- A reported incident or civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological, or radiological contaminants
- A major fire or explosion in the vicinity of the school
- The proximity of a dangerous dog roaming loose

3. Partial and full lockdown measures

There are two types of lockdowns - 'partial' and 'full'.

Partial lockdown

Alert to staff: 'Partial lockdown' - compressed air horns sounded in short bursts

A 'partial lockdown' is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Air horns will be located in key locations including external areas to ensure all areas are covered. When the first air horn is sounded and heard by other staff they will use the nearest air horn to create a cascade alarm.

- Staff and pupils remain in the school building and all doors leading outside are locked
- No one is allowed to enter or leave the building; however teaching and work can continue as usual



This response may be the result of a reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also occur following receipt of a warning regarding the risk of air pollution, etc.

Immediate action

- All outside activity ceases immediately, pupils and staff return to the building
- At lunchtime, midday team leaders communicate the alert to midday meals team
- All staff and pupils remain in the building and lock external doors and windows
- Free movement may be permitted within the building depending on circumstances
- In the event of an air pollution or chemical, biological, or radiological contaminants issue, premises staff will turn off air vents, fans, heating, and air conditioning systems
- Use anything to hand to seal up all the cracks around doors and any vents into the room – this is to minimise possible ingress of pollutants
- Staff await further instructions

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Full lockdown

Alert to staff: 'Full lockdown' - Airhorns to be sounded continuously

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

- All pupils and staff stay in their classroom or move to the nearest classroom
- Office staff remain in their office
- Lock external doors
- Lock classroom doors (where a member of staff with a key is present)
- Lock windows, pull down blinds, where possible cover internal door windows (so an intruder cannot see in)
- Pupils and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood, and metal. Consider locations behind substantial brickwork or heavy reinforced walls)
- Turn off lights, smartboards, and computer monitors
- Turn off mobile phones (or at the least turned onto silent so they cannot give away your position)
- A register to be taken of all pupils/staff in each classroom/office
- Communicate register of staff and pupils to the school office
- Staff await further instructions



Staff and pupils remain in lockdown until it has been lifted by a senior member of staff and emergency services.

During the lockdown, staff will keep agreed lines of communication, including use of radios where available but not make unnecessary calls to the school office as this could delay more important communication.

4. Staff responsibilities

Due to the fast-moving nature of incidents that require lockdown it is important that all staff can act quickly and effectively. Staff have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

Staff Member	Responsibilities	Emergency Contact Number
Headteacher or head designate	Decide on the type of response needed, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Designate an onsite coordinator	Fiona Durnian 07834 896457 Jeremy Iver 07957495125 Max Lawson 07729423854 Oliver Woodward 07866843221 Barbara Lo Giudice
Head designate	Escort visitors to an agreed safe place. Communicate with parents/carers.	
Teachers and support staff	Bring class pupils to the classroom or other place of safety. Take register and stay with pupils.	
Premises team member	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this.)	Gika Conceicao 07960 217617 Roy Nathan 07943 172394



		Prince 07512 372791 Faruk Miah 07886 988440
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5. Activation of the plan

To initiate, manage and conclude the lockdown the proposed arrangement is outlined here:

1. Headteacher or head designate should be notified
2. Headteacher or head designate to ring the CEO or CFO
3. Contact staff as necessary, see call tree and staff contact details appendices
4. CFO or CEO to contact LA. If the incident occurs outside office hours, the out of hours contact number is 020 7364 5000. In this instance, an on-call designated Senior Officer will be contacted. They will inform other LA officers as appropriate
5. If necessary, the Senior Officer may attend the site to advise and assist the Headteacher

Stage 1 – initial actions

- Headteacher or head designate will decide if it is a partial or full lockdown, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services
- Staff are then alerted to the activation of the plan by the use of air horns, either in short bursts or continuously throughout the school (the use of the fire alarm should be avoided to reduce the incorrect response to an incident) Pupils and staff who are outside of the school buildings should be brought inside as quickly as possible. This includes any visitors, volunteers or peripatetic staff
- Any member of staff who does not have a regular office or classroom needs to enter the nearest classroom
- Areas in the school that cannot be effectively locked down should be identified and the lockdown procedures should include instructions on removing staff and pupils from these areas to a place of safety () Staff to support pupils and staff with hearing or visual impairment or mobility needs. PEEP plans to be kept up to date by School Office. **OMs & SEN LEADS TO INCLUDE THIS IN PEEP PLAN**
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom
- Lock all external doors and, as necessary, windows (depending on the circumstances, internal classroom doors may also need to be locked)
- Draw blinds or curtains and cover windows on internal doors



- Once in lockdown mode, staff must notify the office immediately of any pupils not accounted for and any additional pupils and staff in their classroom via the agreed communication channels. Office staff contact staff who are on offsite educational visits
- Staff encourage the pupils to keep calm
- If necessary, office staff notify parents as soon as it is practicable to do so via the school's established communications system
- Pupils must not be released to parents during a lockdown
- If it is necessary to evacuate the building, sound the fire alarm

Stage 2 – once established

Headteacher or head designate to brief staff member acting as on-site coordinator to oversee the following:

- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls by ensuring:
 - Sufficient help is available to answer telephone calls
 - Staff maintain records of all calls received
 - Brief, but up-to-date prepared statements are available to staff answering telephone calls
 - Media calls are directed to the Amna Kaleem/Central Team
 - An independent telephone is made available for outgoing calls only – a mobile phone can be useful – but it is possible for these calls to be intercepted. The school internet line could be utilised with the use of a phone
 - Telephone staff should be reminded that some calls could be bogus
- Communicate with staff via the agreed communication channel and the agreed frequency for the duration of the lockdown
- Arrange for all pupils to be told, in age appropriate terms, at an early stage, about the incident

Stage 3 – if needed

It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.

6. Communication between parents and school

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter, the school website or the schools text messaging service.



In the event of an actual lockdown, any incident or development is communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. It is helpful to clarify the message that **'the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out...'**

Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

- Parents should be given enough information about the situation so that they:
 - Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
 - Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
 - Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
 - Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
 - Are aware of what will happen if the lockdown continues beyond school hours.

7. Emergency services

It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds. The school site may be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown.

Emergency services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to coordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. If possible a reception centre for friends and family can be set-up outside of the cordoned area.

8. Training



Check staff understanding with regular training and refreshers. Carry out a lockdown drill once a year in the Autumn term and thoroughly debrief to monitor the effectiveness of the arrangements (see Appendix 1).

Inform parents that the school has a lockdown plan and that it will be regularly tested. Do not share the school's full lockdown plan.

Depending on their age, pupils should also be aware of the plan (regular practices increase their familiarity).

Carry out table-top exercises with the senior leadership team to test the procedures against various scenarios.

Display lockdown drill information in every classroom alongside information relating to fire drills.

9. Further information and resources

Department of Education school and college security

Guidance to help schools and colleges manage their security effectively so they can meet their obligations can be found on the [Department of Education website](#).

Corporate Health and safety Services

For further guidance or advice related to this or any other health and safety related subject, please contact us via:

Telephone: 0207 364 5008

Email: healthand.safety@towerhamlets.gov.uk

Policies

Health and safety policy

Business continuity plan

Managing the response to critical incidents in school guidance from LA

 School closure guidelines

 Relevant risk assessments



Debrief and Lessons Learned

It is important to debrief and review an incident as soon as practicable so that an accurate and reliable account is recorded. This will enable lessons learned to be identified and implemented to ensure that effective processes and procedures are in place should another event occur.

Test drills and practice evacuations etc should also be appraised in the same way to ensure that everyone is as ready and prepared as possible in the event of a real emergency.

During the debrief it is important to identify:	
What went well?	
What didn't go well?	
What could you do better?	

Debrief and lessons learned	Completed Sign / Date
Review the chain of events from start to finish, step by step	
Use the incident/emergency plans to identify any deviation from the planned response	
Collate specific feedback on each of the following:	
Policies and procedures	
Action plans	
Site information	
Communication	
Finance	
Health and Safety	
Support from 3rd Parties	
Media / public relations	
Wellbeing	
Staff resources and training	
Record all your findings in a lessons learned log	
Take any appropriate action to update policies, procedures and plans	
Take any appropriate action to rectify or improve the facilities	
Identify and undertake any further training	



Post Incident Support Checklist

It is important to check the health and wellbeing of all those involved and or affected by the incident or event. Where necessary, schools should seek help from the Department of Education and external organisations.

Post incident support - assistance for pupils, parents and carers and staff	Completed Sign-time- date
Identify pupils, parents and carers and staff who may be particularly affected by the incident	
Consider requesting support from educational professionals and or other organisation (such as the Local Authority, Academy Trust, Samaritans, Teacher Support Network, NSPCC etc. that are suitably trained)	
Offer pupils and staff the opportunity for psychological support and counselling	
Ensure staff and pupils know that support is available and arrange access to these services as necessary	
Ensure that staff and pupils have access to breakout areas where they can take timeout	
Consider how it is appropriate to debrief all staff and pupils and by whom	
Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences. Consider creating a safe space for pupils to record messages, and/or utilising IT	
Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents and carers before doing this	
Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards or messages to those affected	
Manage any distress that could be caused by ongoing police enquiries, legal proceedings and media attention	
Cancel or rearrange any events which are inappropriate	
Be sensitive about the demands on staff and pupils (e.g. deadlines for coursework, imminent exams, duties and burdens) where appropriate consider deferring or cancelling activities	
Send a communication (letter or email) to debrief parents and carers with information about: the nature of the incident, action taken, arrangements for support, what further actions the school is taking (i.e. lessons learned), who they can contact to discuss further	
Provide parents and carers with appropriate updates and information	
Do not make public any sensitive and/or confidential information about individuals	
Consider organising an event for parents and carers to discuss any issues or concerns they might have	
If pupils or staff who were particularly affected by the incident leave the school consider notifying the headteacher of the new school ensuring confidentiality and sensitivity	



Ensure that new staff and how it affected the school community	
Follow return to work procedures to make returning to school as easy as possible	
Ensure that the appropriate support is in place for as long as necessary	

Additional consideration should be given to:
Funeral arrangements and religious activities
Remembrance activities and memorials, including how it is appropriate to mark anniversaries
Support families and the local community if affected by the incident (e.g. community events, fund raising)
Any media activities
Any building works including security or safety improvements