Slough and Eton Church of England Business and Enterprise College

A Member of Slough and East Berkshire C of E

Multi Academy Trust

Lockdown Procedures

Owner:	Mrs C Munro
Ratified by Governing Body:	
Date Ratified:	October 2026
Date Policy to be reviewed:	Autumn 2027

IN CASE OF EMERGENCY LOCKDOWN PROCEDURES

The school is a secure site with access being through a small number of secure points, however, there may be a need on occasions, to further secure the site.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff or students in the school. These procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- A concern raised by a member of staff in school who believes there is an immediate threat to life. Reception should be contacted by whatever way is practical and safe in such a situation, the matter immediately raised with the Headteacher

The school's lockdown plan is as follows:

Signal	
The signal for lockdown procedures to be initiated	A message will be sent to all screens (LOCKDOWN) and if safe to do so, lesson change bell will sound continuously.
The signal for all clear	The normal fire alarm will sound and normal fire procedures will take be carried out

Lockdown procedures initiated
External doors and gates will be closed and locked as required: ➢ Remain calm ➢ If in class, stay in current classroom and lock the door ➢ If outdoors, move to closest, securable room ➢ Close windows and lock internal doors ➢ Students and staff to stay out of sight from door windows and external windows as much as possible and if possible under tables ➢ Draw blinds where possible ➢ Stay quiet ➢ Radio communication to be at a minimum ➢ Message to parents that we have gone into lockdown, do not come to school or contact the school and please await further updates

Lockdown procedures over
➢ The normal fire alarm bell will ring ➢ Adopt fire evacuation procedures and go to the fire assembly point on the sports field to be addressed by the Headteacher ➢ If appropriate the Headteacher or Deputy Headteacher will arrange communication with parents, media, etc. ➢ During lockdown procedures students and staff must not use any electronic communications