



Lockdown Policy

2026/28

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Last Reviewed: June 2026

Reviewed By: The Open Door Academy Team

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Version: 2

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1. Purpose

The purpose of this policy is to establish clear procedures for initiating, managing, and standing down a lockdown at The Open Door Academy. Lockdown protects students, staff, visitors, and assets during a security threat or major incident. This policy aligns with:

- Emergency Preparedness, Resilience & Response (EPRR) standards
- Safeguarding and Prevent duties
- Health & Safety legislation
- Business continuity requirements

Lockdown is used only in rare, critical situations where remaining inside buildings is the safest option.

2. Scope

This policy applies to:

- All academy staff (teaching, support, leadership, contractors)
- All students across all academy buildings and outdoor areas
- Visitors and external professionals on site
- All academy facilities including classrooms, offices, kitchen, reception, and satellite spaces

3. Definitions

- **Lockdown:** Controlled restriction of movement across the academy in response to a threat.
- **Partial Lockdown:** External threat; teaching continues behind secured doors.
- **Full Lockdown:** Internal or severe external threat; movement stops, rooms secured, communication centralised.
- **Stand-Down:** Formal communication that the incident has ended and normal operations may resume.

4. Lockdown Triggers

A lockdown may be initiated when there is:

- A hostile intruder or violent individual on or near the premises
- A weapon sighting or credible threat
- Police instruction
- A major incident in the local area (e.g., civil disturbance)
- Environmental hazards (chemical spill, air contamination)
- Any situation where movement increases risk

Evacuation is **not** the default response to an intruder. Unless the intruder's location is known, evacuation may increase danger.

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5. Roles & Responsibilities

Incident Control Officer (ICO)

Jo Carter – DSL

- Authorises lockdown activation and stand-down
- Coordinates with emergency services
- Oversees communication to staff, students, parents, and stakeholders
- Leads post-incident review

Deputy Incident Control Officers

Becky Newman – DDSL

- Supports ICO
- Assumes command if ICO unavailable

Lockdown Response Team

- Secures external access points
- Monitors CCTV and alarms
- Supports staff operationally
- Guides emergency services to entry points

Staff

- Follow lockdown instructions immediately
- Secure classroom/office doors
- Keep students calm and out of sight
- Report injuries or urgent needs via approved channels

Students

- Follow staff instructions
- Remain quiet and out of sight
- Do not use mobile phones unless instructed

6. Signals

Action	Signal
Lockdown activation	Ring the bell
Stand-down / all-clear	Ring the bell

7. Rooms Suitable for Lockdown

Each building must identify rooms that:

- Have doors that lock securely
- Have minimal external visibility
- Allow staff to position students away from sightlines
- Contain no unsecured items that could be used as weapons

Kitchen, sports equipment, tools, and cleaning products must be locked away when not in use.

8. Communication Arrangements

Silent communication is preferred when intruders may be nearby.

Approved communication methods:

1. Two-way radios
2. Office telephone
3. Mobile phones
4. Microsoft Teams instant messaging / email

Devices must be kept secure and discreet.

9. Microsoft Teams – Rapid Lockdown Communication Flow

9.1 Activation (ICO → All Staff)

ICO sends a **Priority/Urgent Teams message** to the *Lockdown Broadcast Team*:

LOCKDOWN. This is not a drill. Follow lockdown procedures immediately.

Priority alerts override notification settings and appear on desktop, mobile, and classroom screens.

9.2 Automatic Parallel Notifications

- Channel announcement pinned at top
- @Lockdown emergency tag to ensure full reach
- Optional Teams Phone call queue to reception/site radios

9.3 Staff Response

1. **Acknowledge** the Teams alert
2. **Secure room** (doors locked, blinds closed, silence)
3. **Submit status form** (room, student count, missing persons, medical needs, “room secured”)

9.4 Leadership Command Flow

- Private Command Channel for ICO and deputies
- Live dashboard showing secured rooms, attendance, medical alerts
- Police liaison via Teams Phone

9.5 Controlled Information Flow

Short updates posted to staff only. Parent communication is delayed until safe and authorised.

9.6 Stand-Down

Priority message:

LOCKDOWN STAND-DOWN. Remain in your room until released by leadership.

Leadership conducts physical room-by-room release.

Staff complete a post-incident confirmation form.

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10. Lockdown Procedures

10.1 Partial Lockdown

Used for external threats.

Actions:

- Lock external doors
- Continue teaching with doors closed
- Pause movement between rooms
- Communicate via Teams/email only
- No entry or exit from site

10.2 Full Lockdown

Used for internal threats or severe external danger.

Actions:

- Immediate cessation of movement
- Lock doors, close blinds, turn off lights
- Position students away from windows
- Maintain silence
- Account for students using Microsoft 365 tools
- Contact emergency services

11. Action Plan (Operational Checklist)

Action	Completed by (sign & time)
Sound alert – activate lockdown	
Dial 999	
Direct all children, staff, visitors to nearest safe place	
Lock and barricade doors and windows	
Close blinds/shutters	
Turn off lights, fans, AC units	
Hide under desks, away from windows	
Silence mobile devices	
Identify exit point if intruder gains access	
Check for missing/injured persons (if safe)	
Remain inside until all-clear or emergency services instruct otherwise	

12. Site-Wide Actions

- Lock external gates
- Close reception
- Monitor CCTV continuously
- Guide emergency services to entry points
- First aid teams on standby (if safe)

13. Accessibility & SEND Considerations

- Safe rooms and evacuation chairs identified
- Staff assigned to support students with mobility or sensory needs
- Visual or simplified instructions provided
- Medication and medical equipment accessible

14. Training & Drills

- Annual academy-wide lockdown drill
- Termly refresher for new staff
- Scenario-based training for leadership and site teams
- Post-drill evaluation and improvement plan

15. Post-Incident Review

Within 48 hours:

- Leadership debrief
- Safeguarding and wellbeing review
- Communications audit
- Policy updates
- Report to governors/trust board

Teams' logs (messages, forms, call logs, timestamps) are automatically stored for review.

16. Policy Governance

- Reviewed annually or after any major incident
- Owned by: **Director of IT & Operations / Safeguarding Lead**
- Approved by: **Governing Body / Trust Board**
- Linked policies: Safeguarding, Health & Safety, Business Continuity, Visitor Management, Behaviour Policy

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THE OPEN DOOR ACADEMY

RED — THREAT IDENTIFIED

If you see or are informed of:

- Hostile intruder
- Weapon sighting
- Violent behaviour
- Police instruction
- Major incident nearby
- Chemical/air hazard

➡ **Immediately alert the Incident Control Officer (ICO) Jo Carter (DSL) Deputy: Becky Newman (DDSL)**

LOCKDOWN ACTIVATION SIGNAL

🔔 **RING THE BELL** This means: **LOCKDOWN NOW**

ORANGE — OFFICIAL LOCKDOWN ACTIVATION

The ICO will:

- Ring the bell
- Issue a **Priority Teams Alert**

LOCKDOWN. This is not a drill.

- Activate silent communication channels
- Notify police (999)

YELLOW — STAFF ACTIONS (ALL ROOMS)

IMMEDIATELY:

- Lock doors
- Close blinds/shutters
- Turn off lights
- Move everyone away from windows & sightlines
- Maintain silence
- Put phones on silent
- Do **NOT** open the door for anyone except leadership

Submit the Teams Status Form:

- Room/area
- Student count
- Missing/injured
- Medical needs
- “Room secured”

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BLUE — LEADERSHIP COMMAND

Leadership will:

- Monitor CCTV
- Coordinate with police
- Track room safety via Teams dashboard
- Issue short updates only when safe

GREEN — CONTROLLED INFORMATION FLOW

Staff will receive short, factual updates such as:

- “Remain in lockdown.”
- “Police are on site.”
- “Await further instructions.”

! Do NOT contact parents. Parent communication is handled centrally.

PURPLE — STAND-DOWN SIGNAL



RING THE BELL (ALL-CLEAR) Priority Teams message:

LOCKDOWN STAND-DOWN. Remain in your room until released.

Leadership will:

- Release rooms **in person**
- Confirm safety
- Collect post-incident forms



BLACK — POST-INCIDENT REVIEW

Within 48 hours:

- Leadership debrief
- Safeguarding review
- Communications audit
- Report to governors
- Update procedures if required

EMERGENCY CONTACTS



Police: 999



Director: