



LEICESTER THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

Lock Down Policy

Policy Owner	Leicester Therapeutic School
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Linked Policies	Safeguarding and Child Protection Policy Health & Safety Policy Staff code of conduct
ISS Regulatory Requirements	Part 3. Welfare, health, and safety of pupils Part 5. Premises of and accommodation at schools Part 6. Provision of information Part 8. Quality of leadership in and management of schools

Safeguarding at Leicester Therapeutic School

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual, and emotional abuse, neglect, and bullying. Leicester Therapeutic School is dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness, or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, an adapted curriculum, and a strong focus on developing pupils' personal, social, and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme in through all school policies. For more information, please read the school's SEND Information Report.

1. Rationale

On very rare occasions it may be necessary to quickly restrict access and secrete in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education.

The safety of all children and adults will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children.

2. Introduction to Lock Down Plan

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 and pupils in the school. Procedures should aim 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 might be:

- A reported incident / 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.)
 - A major fire in the vicinity of the school
 - A bomb threat

Please See - NaCTSO (National Counter Terrorism Security Office) Guidance – July 2022

NaCTSO provided advice to leaders of schools and other Educational Establishments for Crowded places guidance. This guidance has been used to inform the following procedures. www.gov.uk

3. Lockdown Plan – Roles and responsibilities

All staff carry radios at Leicester Therapeutic School.

Staff will be notified that lock down procedures are to immediately take place; this will be done through radio communication. A statement will be used and repeated to ensure the alert is understood by all staff on site. "All staff aware of 777 -All staff aware of 777".

Procedures:

All staff:

- Communication via radio communication will activate a process of children being ushered into the school building (if in the car park) as quickly as possible and the locking of all outside doors and windows.
- At the given signal the children will remain in the room they are in, and the staff will ensure that all windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors.
- Block access points (e.g. move furniture to obstruct doorways)
- Lights, Smart boards and computer monitors to be turned off.
- Blinds to be closed where possible.
- Staff to support children, offering reassurance and comfort - keeping calm and quiet.
- Class teachers will complete lock down register in each class making a record of time, date, children, adults and visitors. Once directed to leave the classroom, teachers should take the list with them. Movement should be on announcement only.
- Staff to remain in lockdown positions until informed by SLT, Office team or emergency services that all is clear and it is safe to move. Once in lock down position, adults in class should switch off radios and only turn them on to communicate further identified risk.
- Further instructions may be provided by SLT such as leave your classroom to assemble at another designated area (if someone was in a particular part of the school) or Evacuate to the fire assembly point via your nearest exit (if threat of arson)

Front office staff (Lead Administrator and Maintenance Manager):

- Guide any visitors waiting in reception into the library, ask them to lock the door and turn off the lights when you have left and position themselves away from external window.
- Leave reception and enter the first aid room
- Lock the door and switch off lights, shielding yourself away from the window.
- Contact emergency services
- Staff not in class for any reason (including those working away from the classroom with a child) will:

Proceed quietly and quickly to the nearest occupied classroom and remain with that class and class teacher

Children using toilets:

- SLT members will support children to access the nearest occupied classroom, and the child will remain with that class and class teacher.

Class Teachers:

- Lock down register to be completed in each class making a record of time, date, children, adults and visitors. (In each classroom there is a register and lock down template)

- Discreetly notify office team as soon as registers are completed. Once complete and in lock down position, switch radio's off. Only turn radio's back on to communicate further identified risk.
- Inform the office if you have any additional adults in your class (Floating LSA, SALT, OT, IDPE or school nurse for example).
- Any missing children must be reported to office as to when last seen and possible areas to search.
- Date of time and notification of a missing child/ children should be recorded.

Senior Leadership Team will:

- Convene in the Head teacher's office, away from doors and windows. This will enable SLT and office team to communicate freely amongst themselves
- Undertake dynamic risk assessment during any lockdown/critical incident – children are priority.
- Once registers have been completed and all children and adults are accounted for, ask one member of the office team to change their radio channel to 7 to allow confidential and safe communication.

Liaise with emergency services if needed

Communicate with parents/carers – Do not use social media platforms to communicate during or immediately after a loc down

4. During Lock down process

- NO ONE SHOULD MOVE ABOUT THE SCHOOL
- STAFF, VOLUNTEERS AND VISITORS, CANNOT SIGN IN OR OUT OR LEAVE THE PREMISES DURING LOCKDOWN.
- During and following a Lock Down, the use of Social Network sites (e.g. Facebook, LinkedIn, Dojo) during the school day is strictly prohibited until the Headteacher or a member of SLT informs staff differently.

5. Communication with parents/carers

- Where necessary, parents and carers will be notified as soon as it is practical to do so via a message or telephone call. SLT members will send out these communications.
- Parents will be told 'Leicester Therapeutic School is in lockdown. During this period the office phones and entrances will be un-manned, external doors are locked, and nobody is allowed in or out. We will keep you informed of the situation and ask that you wait for further information. Your children's safety is our main priority'
- Depending on the type and severity of the incident, parents and carers and transport may be asked NOT to collect children from school as it may put them and their child at risk.
- Pupils will not be released to parents/carers/transport during a lock down.
- Parents/carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/carers/school/transport will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

6. Emergency Services

- Lines of communication with Emergency Services will be kept open as they are best placed to offer advice as a situation unfolds.
- The school site may or may not 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, Leicester City Council Emergency Planning team has the capacity to provide humanitarian assistance by establishing a reception centre for friends and family outside of the cordoned area.

7. Introduction to Leicester Therapeutic School Partial Lock Down Plan

Partial lockdown may be instigated because of a reported incident, civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution.

8. Partial Lock Down Plan – Roles & Responsibilities

Staff will be notified that partial lock down procedures are to **immediately** take place; this will be done through 3 sharp whistle blows and then this is repeated by all staff members blowing 3 sharp whistle blows once.

Whole School – Pupils and Adults:

- All outside activity to cease immediately
- Pupils and Staff return to building.
- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of SLT.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Lock down and Partial lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation.

9. Following a Lock Down or Partial Lock Down Process

As soon as possible after the lockdown teachers return to their base classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

Senior leadership team meet to assess and review the effectiveness of this policy and procedures.

A letter to parents/carers will be sent home at the nearest possible day following any serious incident to inform them of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Restorative support and social stories will be provided to pupils to support their understanding and if there are serious incidents then access to the educational psychology team.

All staff debrief – Emergency debrief, reflection, supervision and support.

Monitoring of procedures will take place and shared with staff so improvements can be made.

10. Monitoring

This policy will be reviewed by the Head Teacher annually or following an incident.