



Durham Trinity School & Sports College

Nurture, Believe, Thrive, Succeed

Lockdown Policy

A copy MUST be visible in every room

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	Default Sound 10
Signal for stand down / all-clear	Tannoy and Classroom Check carried out by Incident Control Officers

Incident Control Officers & Response Team

Role	Name
Incident Control Officer	Rachel Grimwood
Deputies	Alison Jefferson
	David Matthews
Communications Officer	Jack Peacock
	Fiona Day (Paula Donkin)

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Classrooms
2 Secondary Dining Hall
3 Sports Hall
4 Offices
5 Swimming Pool and Changing Rooms
6 Staff Room
7 Meeting Rooms

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Staff should **NOT** be communicating with anyone outside of the school about the lockdown, a member of SLT will be communicating this message to all stakeholders.

Two-way radios should be turned off
Classroom telephones are not to be used
Mobile phones should be turned to silent
SLT to communicate with each other by WhatsApp Group
Conversations Emergency Group to share information and a line of communication for updates and registers.
Other (TV's / Whiteboards / etc) should be turned off

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours	
Due to the pupil special educational needs it is not possible to move to an alternative venue. The Police Headquarters near by may be able to support.	

Other useful contacts: SLT have all contact numbers in their work phones

Name
Chris Sparks
Michelle Mullholland
Jane Lewin
Jim Murray
Health and Safety Team

Action Plan	Person Responsible	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	SLT	
Dial 999	SLT	
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)	Incident Control Officers	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	All Staff/Visitors	
Close windows / blinds / obscure vision panel in internal doors	All Staff/Visitors	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	All Staff/Visitors	
Hide, sit on the floor under desks, and away from windows	All Staff	

Take register and share on Conversations Emergency Group via computer/iPad	All Staff	
Stay as silent as possible - put any mobile devices to silent	All Staff/Visitors	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	Incident Control Officers	
If possible, check for missing / injured students, staff and visitors	Incident Control Officers	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	All Staff/Visitors	

Policy Review

This policy will be reviewed annually in preparation for the next academic year.

Headteacher: Mrs Rachel Grimwood

Chair of Governors: Mr Chris Sparks

Date: 12.3.2025

Review Date: 12.3.2026