BOWBROOK HOUSE SCHOOL

LOCKDOWN & EVACUATION PROCEDURE

Approved by the Headmaster: November 2026
Active from: November 2026
Next review date: November 2027

A lock down procedure may need to be implemented for a wide variety of reasons and although its use is unlikely, it is necessary to plan for and practise its implementation to maximise the ability to safeguard children, staff and visitors in the event of an emergency. The type of emergency which may require lockdown could include (but is not exclusive to) a hostile intruder, criminal activity or instruction from the Police or other relevant authority.

In the event of a lockdown incident the following should be enacted in this order:

Signal

Police

Act

Communicate

Everyone Accounted for

Remain vigilant

SIGNAL

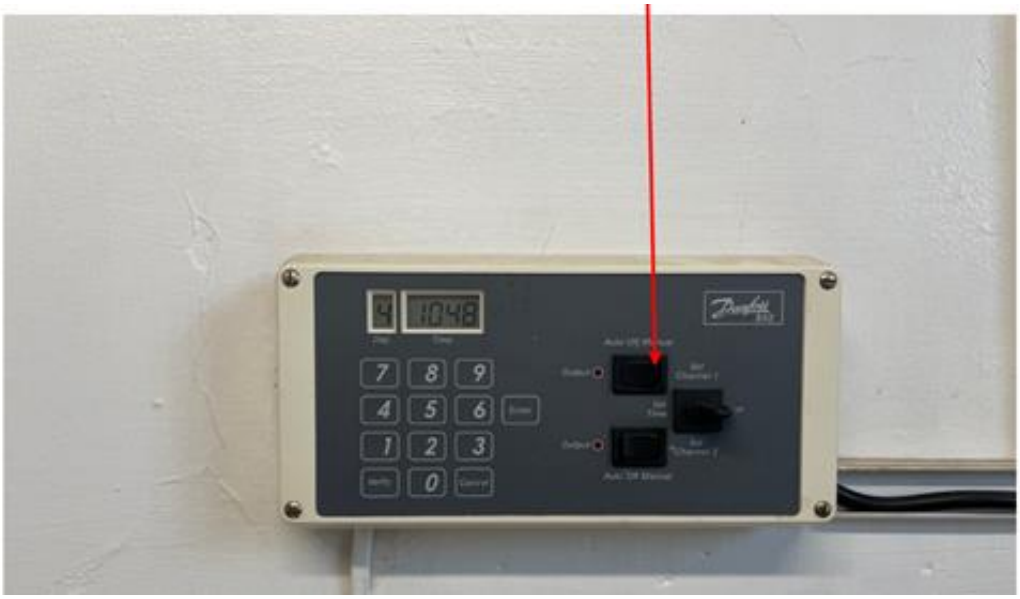
If any member of staff witnesses the need for immediate lockdown, they may raise the alarm from the kitchen panel or instruct someone to do so.

Alarm or signal for lockdown shelter	*20 or more Intermittent Rings using the School Bell System*
Signal for stand down / all-clear	*30 or more Intermittent Rings using the School Bell System**

*See further clarification of all clear signal and actions below

Press Here to signal lockdown – 20 or more intermittent presses to sound the signal.

Press for 30 seconds continuously to signal for all clear



Immediately after:

Dial ***90** on the phone in the back kitchen to start the automated lock down message which will play out over all phones and speakers across the school.

Police – Dial 999 or 112 at the earliest opportunity. This can be done on a mobile or a school phone. There is no need to dial for an outside line. You will be asked what service you require – this will be Police. Once through to the Police, name the school first: "Bowbrook House School, Peopleton – Emergency"

Act

- ✓ *Staff – direct students (and visitors) to the nearest safe space. In most cases, that will be to remain in your classroom/teaching space.
- ✓ Alert anyone you can of the signal if they have not become aware
- ✓ **Lock the doors where possible to your classroom and to a shared space (if that applies)
- ✓ Close blinds, shut/lock windows, reduce sound
- ✓ Hide, sit on the floor under desks, and away from windows.
- ✓ Be aware that the lockdown may last for some time.

**Every situation will vary in circumstance. Move to the nearest safe place, wherever that appears to be. For example, on the field, this may be the pavilion, the Bolton Block, or indeed away from the school – be vigilant to circumstance and assess what you can see.*

There are inevitably some more vulnerable places on site – if it is safe to do so, it would be preferable to leave the music pods and go into the Schofield block, for example. Be vigilant and assess the situation.

Visitors, contractors and volunteers on site at the time of a lockdown will be directed to the nearest safe location and remain under the direction of Bowbrook House School staff.

If in the toilet: if the toilet is in the Schofield Block, Reception Class or Byland Block, go from there to the nearest classroom. If in the changing rooms or outside, stay where you are behind a locked cubicle.

***Staff have a duty to familiarise themselves with the location of keys or the locking mechanisms of various doors. Accessible keys have been placed by some doors in red, emergency boxes as required.*

ROOMS MOST SUITABLE FOR LOCKDOWN
1 Classrooms
2 School Hall
3 Offices

Communicate

- ✓ Use school email and communicate via 'lockdown@bowbrookhouseschool.co.uk' list. It is silent, discreet and very accessible.
- ✓ Use your laptop, PC, mobile phone or tablet to access e-mails. Staff should ensure devices are on silent mode and communication should not compromise concealment or safety.
- ✓ If e-mail is not accessible, wait until an all-clear signal is given by a member of staff verbally (also see the 'Remain Vigilant' section and be mindful of a false communication)
- ✓ In the event that e-mail communication is not possible (and a phone is available and accessible) ring ext – 219 to communicate who can be accounted for.
- ✓ Share key information via 'Lockdown@bowbrookhouseschool.co.uk' e-mail.
- ✓ To help learners keep calm, staff should role model calmness and make expectations about appropriate behaviour clear to learners depending on their age and disability.

Where necessary, communication methods may include email, telephone, two-way radio, mobile phone and face-to-face communication where safe to do so. No single communication method should be relied upon.

Everyone Accounted for

- ✓ Make a list of everyone in your room/vicinity including staff, students and visitors and send an e-mail to 'Lockdown@bowbrookhouseschool.co.uk' with your **location/room**.
- ✓ Communicate anyone you know is missing or answer any queries sent through via e-mail using the 'all staff' list.
- ✓ **Please provide full names, including surnames, for all staff, students and visitors when reporting your status**. Avoid initials. Full names significantly speed up the process of accounting for everyone. If you are responsible for a group consisting of a single year group, please include the **year group** in your message as well, along with **where you are**.
- ✓ **Please ensure that everyone in your immediate vicinity, including neighbouring classrooms, offices and shared spaces, is aware that we are in lockdown**.

  We have several established signals (both silent and audible) but no system can cover every situation. If you believe someone nearby may not have received the alert, take appropriate steps to notify them safely.

Depending on the circumstance, two-way radios may be issued. Mobile phones and classroom phones can be used to receive calls. This decision will be made by the '**Incident Control Team'**

Remain vigilant

- ✓ Every scenario will be different – make choices to keep yourself and your students safe.
- ✓ Intruders 'could' set off fire alarms – if the lockdown signal has been sounded and a subsequent fire alarm sounds, await verbal and/or e-mail communication from known staff for confirmation of instruction and action.
- ✓ Keep students reassured, calm and as safe as you can.
- ✓ Be aware of exit routes and plan alternative safe places

Although there is a clear sign for 'all clear' – if you have any doubts, act to keep yourself and your students safe. A known member of staff will visit areas of the school and give a verbal all clear as well, once safety has been established.

INCIDENT CONTROL OFFICERS & RESPONSE TEAM

Role	Name	Emergency Contact Number
Incident Control Officer	Mr C Allen	07881 804547
Deputies	Mr R Mills	07810 890407
	Mrs A Farr	07415 307048
Communications Officer	Mrs R Hunt	07790 340589

The Incident Control Team may consist of the above staff, however, the individual sounding the alarm should communicate quickly with any available staff to set up a response team in the Headmasters Office or Bursars Office situated opposite each other on the 1st floor of the main house establish the following roles:

Specific Roles to appoint and fulfil in the case of a lockdown procedure:

Role	Actions
Signal	Has the signal be given?
Police	Have the police been called – follow guidance and instructions, liaise with communications to share relevant information
Communications (can enlist the support of signal and Police roles)	▪ Establish communication with all staff by e-mail with key information. ▪ Collate and share relevant details. ▪ Assess expected visitors or returning students and contact to prevent them coming to the school where possible. ▪ Give all clear: 30 plus rings on school bell. Dial *91 and broadcast message from phones and walk around site verbally reassuring ad confirming release when safe to do so by visiting all areas of the school
Everyone Accounted For	Use Engage and e-mail communication to account for students – cross reference registers and lists sent via e-mail to all staff – attempt to account for everyone.

Always take advice from the Police. It may be necessary to contact parents. This can be done by the Incident Control Team via the Parent Portal.

It is important to consider the impact and timing of contact in a live scenario since it will be necessary to avoid panic or bring additional persons to the school site. It may be preferable to contact to inform parents after a lockdown procedure has taken place in a reassuring tone with factual details as to the reasons and that the safety of all pupils was paramount.

If it is deemed necessary to do so as instructed by the Police or by the Incident Control Team, the following message could be used/adapted:

Example 1

"School has activated its lockdown procedures. All students, staff and visitors are accounted for. We will communicate more information when we are able/it is necessary. Please do not contact or come to the school unless absolutely necessary."

Example 2

“There has been a security incident at Bowbrook. We have taken precautionary measures to evacuate/lockdown the site temporarily to keep learners safe.
Our staff are looking after all learners and the Police are also on site to resolve the incident. For everyone’s safety, please stay away from the site.

We will provide further updates using this method. We will inform you about any arrangements to collect your child/allow your child to go home when the incident is resolved and normal activities are resumed."

Example 3

"An incident has occurred at [nearby location] and we have been advised by [the local police force] to put in place a lockdown. We would like to reassure you that learners are safe and well. We have a police presence on site and are being fully supported at this time. We ask that families and friends do not come to [name of setting] at this time as this could compromise the police operation currently underway and compromise the safety of the learners. We also ask that you do not attempt to communicate with the school office so that staff can prioritise supporting learners and liaising with the Police. We thank you for your support and will update you as soon as possible when we know more."

Further updates should be issued as soon as is possible via the portal.

Following lockdown incidents or exercises, the school will assess the well being of pupils and staff and provide appropriate pastoral support. Any safeguarding concerns arising from the incident will be referred in accordance with the Safeguarding Policy.

Medical Needs During a Lockdown

The school recognises that some pupils may require access to medication, medical equipment or personal care during a lockdown situation.

During a lockdown, staff should not place themselves or others at increased risk in order to retrieve medication stored elsewhere on the site. A dynamic risk assessment should be undertaken based on the nature and duration of the incident.

Staff responsible for pupils with known medical conditions should, where safe to do so, monitor those pupils and report any urgent medical concerns to the Incident Control Officer through lockdown@ who will support and advise.

Where a lockdown becomes prolonged and a pupil requires urgent medical treatment, the Incident Control Officer will liaise with the emergency services to determine the safest course of action.

Evacuation

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 intruder(s) 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.

Evacuation because of fire follows our fire procedure. This system can be used to evacuate students to the field quickly in events other than fire if it is deemed necessary (e.g., chemical leak, gas leak or other circumstances). If the field is not suitable, fire wardens will communicate a different venue as a live update standing at central points as staff accompany students out of the building.

Stay Put Directive (Invacuation)

A 'stay put' directive is different to a lockdown. An invacuation is used when there is a risk outside the building, but no immediate threat inside. Staff and pupils move indoors, external doors are secured and activities may continue whilst awaiting further instruction. It may be weather related, damage to a building or as prompted by emergency services. Staff simply need to keep/take their classes/students to a safe, sheltered space and await further instruction. In this case there is no need to 'lockdown' doors, windows – lessons may continue as normal but without moving around the school. 'Stay Put' directive and updates will be communicated on a small site verbally, through phoning classrooms and by e-mail. The message will be 'This is a stay put directive' communicated by mouth, phone and e-mail.

ALTERNATIVE PLACE OF SAFETY IN THE EVENT THAT IT IS CONSIDERED NECESSARY TO LEAVE SITE	
Name of venue	Peopleton Village Hall
Type of venue	Playing Field
Contact name	Emma Clarke pvh.bookings@gmail.com
Contact telephone number	**07923 056716**
Useful info such as distance from school, directions, capacity, opening hours 0.4 of a mile – Staff and pupils able to walk to a safe location	

OTHER USEFUL CONTACTS:

NAME	EMERGENCY CONTACT NUMBER
Peopleton Church – Curate Rev Claire Billington	01905 841674/ 07921 101320
PC Darren Riley – Pershore Rural	07970 864689
Chris Quy - Marsh	07552 288095
Dave Cumberland – CTS	01386 424424
The Crown Inn	01905 840222 thecrowninnpeopleton@gmail.com
Peopleton Post Office & Community Shop	01905 349270

ACTION PLAN	COMPLETED BY (SIGN AND TIME)
Sound Alert - Activate lock-down procedures immediately	
Dial 999 or 112	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is).	
Secure rooms and take action to increase protection from attack - lock and barricade doors and windows.	
Close windows / blinds.	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack).	
Hide, sit on the floor under desks and away from windows.	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
If possible, check for missing / injured students, staff and visitors.	
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.	

Involving Learners in Practice Drills or Exercises

As a general benchmark, it is relatively uncommon for security incident exercises or drills, such as lockdown drills, to involve primary school and Early Years learners. Instead, staff in primary schools and Early Years settings may hold drills for staff at a time when younger learners are not present. It is more common for drills to involve learners of secondary school age and older. This experience works best as part of wider plan to share security awareness and incident response plans in an age-appropriate way. However, since we are an all-through site, we have chosen to practice with all students with information shared at an age-appropriate level with pupils.

Staff must consider the individual needs of pupils with SEND when implementing lockdown, invacuation or evacuation procedures.

Visual supports, familiar adults and alternative communication methods will be used where appropriate and possible

Incident Preparation Messages for Pupils and Parents

Message for Learners and Parents & Carers

The chances of a security incident requiring evacuation or lockdown is low. Though we believe that it is extremely unlikely to happen at Bowbrook, we ensure that plans are in place to embed good practice across the site that keep us all safe, should there be an incident. This involves practice drills so that learners and staff know what to do when an incident happens and embedding a detailed plan so that staff are aware of roles and responsibilities. We do this regularly with 'fire drills' for evacuation. Although staff know of and have practiced additional procedures in case of an 'invacuation' or 'lockdown', we have not yet practised this with pupils.

It is our intention to practice a lockdown procedure on (insert date here). Prior to this, form teachers will speak to student to inform and reassure them about the process at an age-appropriate level.

It will involve a different sounding signal and students remaining in their teaching space with doors, windows and blinds closed and moving to a sheltered space in the class room. We realise this can seem alarming and the likelihood of its ever being needed is vastly minimal, never the less, practising over time will ensure that it becomes no more concerning than a standard fire alarm practice which our community are fully used to. In our history, we have never needed to use a fire alarm evacuation because of a real fire, but never the less, we are prepared to keep pupils safe, and they are comfortable with the process and we would like to ensure that is the case for any other incidents which could occur, however remote the possibility.

Please be assured that we will carry out the practice sensitively, but if you have any concerns or questions at all then please do feel free to make contact and ask.

Relevant Documents:

- Department for Education: Protective Security and Preparedness for Education Settings (April 2025)
- Department for Education: School and College Security Guidance (July 2026)
- Keeping Children Safe in Education (current edition)
- Management of Health and Safety at Work Regulations 1999 • Terrorism (Protection of Premises) Act 2025 (Martyn's Law)