



EV-S.0426

Everest Lockdown Policy

March 2026

**EVEREST
SCHOOL**



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1. Policy Statement

Everest International School is committed to ensuring the safety and wellbeing of all pupils, staff, visitors and members of the school community.

This Lockdown Policy outlines the procedures to be followed in the event of a situation where it is necessary to secure the school buildings and restrict movement within the site in order to protect individuals from potential danger.

Situations that may require a lockdown include:

- Aggressive or violent intruders
- Dangerous animals on or near the school grounds
- Chemical or environmental incidents
- Local community disturbances
- Any internal or external threat to safety

In extremely serious incidents where it is not safe to implement full lockdown procedures (for example an armed attack), staff and pupils should follow the national safety principles:

Run – Hide – Tell

2. Scope

This policy applies to:

- All pupils
- All staff
- Visitors and contractors on the school site
- Members of the Governing Body

3. Roles and Responsibilities

Headteacher – Lockdown Leader

Back-Up Lockdown Leader

A senior member of staff will act as Back-Up Lockdown Leader if the Headteacher is unavailable.

4. Control Room

Control Room: Headteacher's Office



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Back-Up Control Room: Office – 3rd Floor

5. Registers and Accountability

Accurate registers of pupils, staff and visitors must be maintained at all times.

Registers are accessible electronically from the Control Room to confirm everyone is accounted for via Kinderpedia.

6. Communication Procedures

The school office will notify the Lockdown Leader, activate the lockdown alert and contact emergency services if required.

Teachers must confirm pupil numbers and report any missing pupils via Kinderpedia communication.

7. Safe Spaces

During lockdown all pupils and staff must move to the nearest secure classroom or safe space.

Visitors remain in the room they are visiting.

8. Lockdown Procedures

Staff must lock doors and windows, close blinds, turn off lights where appropriate and keep pupils calm and quiet.

Teachers must take a register and report to the Control Room if safe to do so.

9. Responsibilities of Staff

Staff must escort pupils and visitors to safe spaces, secure their area, take a register and follow instructions from the Lockdown Leader.

10. Training and Drills

Lockdown drills will take place at least once per year and feedback will be reviewed by the leadership team and governors.

11. After a Lockdown

Pupils and staff will receive appropriate emotional support following any lockdown event.



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12. Communication with Parents and Media

Parents will be informed after lockdown ends. Only the Headteacher or Chair of Governors may speak to the media.

13. Incident Recording

A full incident log will document the timeline, actions taken and communication with emergency services.

Reviewed by	Date of Review	Signature
Rachel Lloyd Headteacher	09/03/2026	
Reviewed by Governing Body	09/03/2026	