

Community Primary School

Hampshire



Lockdown Procedure

Adopted on:	14.09.2026
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	Sept 27

School Lockdown Policy

Version: 1.0

Reviewed: 14th September 2026

Review Date: September 2027

Responsible Person: Headteacher

1. Purpose

The purpose of this policy is to ensure the safety and security of pupils, staff, visitors and contractors in the event of a critical incident that presents a risk to the school community.

A lockdown may be required when there is a threat or potential threat within or outside the school grounds and normal school operations cannot continue safely.

The aim of lockdown is to minimise risk by securing pupils and staff in protected locations until the threat has been managed or emergency services advise otherwise.

2. Scope

This policy applies to:

- All pupils
 - All employees
 - Volunteers
 - Visitors
 - Contractors
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3. Possible Reasons for Lockdown

A lockdown may be initiated due to:

- An intruder on or near the school site
- Violent or aggressive behaviour
- A serious crime in the local area
- A dangerous dog or animal on site
- Civil disturbance
- Terrorist-related incidents

- Chemical, biological or environmental hazards
 - Any event where remaining indoors is considered the safest option
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4. Roles and Responsibilities

Headteacher

The Headteacher (or most senior leader present) will:

- Make the decision to enter lockdown
- Contact emergency services where necessary
- Coordinate communication with stakeholders
- Liaise with external agencies
- Decide when lockdown can be lifted

Senior Leadership Team

The SLT will:

- Support implementation of the lockdown
- Monitor key areas where safe to do so
- Communicate via Slack and telephone
- Coordinate welfare arrangements

Staff

All staff must:

- Follow lockdown procedures immediately
 - Secure pupils in designated locations
 - Maintain calm and reassurance
 - Monitor pupil welfare
 - Await further instructions
 - Avoid external communication without consultation with the SLT
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5. Lockdown Communication

Initiating Lockdown

Where possible, the following message should be issued:

"LOCKDOWN. LOCKDOWN. LOCKDOWN. Please follow lockdown procedures immediately."

This may be communicated through:

- Internal phone system
- Verbal message
- Radios (if available)
- Slack emergency channel
- Staff runners where safe

Staff Communication

A dedicated Slack channel should be maintained for emergency communication.

Suggested channel:

#critical-incident

Only the Leadership Team and designated administrators should post updates unless information is requested.

Staff should:

- Confirm when secure
- Report concerns or injuries
- Report missing pupils or adults
- Avoid unnecessary messaging

Example:

Year 4 secure. 29 pupils, 2 adults. All accounted for.

5A. Partial Lockdown Procedure

Purpose of a Partial Lockdown

A partial lockdown is used when there is a potential risk in the local area or on the school grounds that does not require pupils and staff to remain hidden or silent, but where movement around the site should be restricted.

The objective is to secure the school perimeter while allowing teaching and learning to continue as normally as possible.

Examples of Situations Requiring a Partial Lockdown

- Police activity in the local area.
 - A reported intruder in the vicinity of the school.
 - A dangerous animal near the school site.
 - Air pollution, smoke or environmental hazards.
 - Community disturbances close to the school.
 - Any situation where outdoor activities may place pupils at risk.
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Initiating a Partial Lockdown

The Headteacher or most senior member of staff present will decide when a partial lockdown is required.

The following message should be communicated:

"PARTIAL LOCKDOWN. PARTIAL LOCKDOWN. Please implement partial lockdown procedures immediately."

Communication methods may include:

- Slack emergency channel
 - Internal telephone system
 - Verbal communication
 - Staff runners where appropriate
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Actions During a Partial Lockdown

Teaching Staff

1. Bring all pupils indoors immediately.
2. Complete a register and account for all pupils.
3. Continue lessons and normal classroom activities.
4. Keep all external doors and windows closed.
5. Ensure pupils do not leave the building unless authorised.

6. Monitor Slack for updates.

Support Staff

- Assist with bringing pupils indoors.
- Check toilets and communal areas if safe to do so.
- Support supervision arrangements as directed by SLT.

Office Staff

- Lock or monitor main entrances.
- Display appropriate signage on external doors if necessary.
- Manage communication with external agencies.

School Site Restrictions

During a partial lockdown:

Suspended Activities

- Breaktimes and lunchtimes outdoors.
- Forest school activities.
- Outdoor PE lessons.
- Educational visits departing from site.
- Movement between buildings unless required.

Permitted Activities

- Teaching and learning within classrooms.
- Indoor PE where appropriate.
- Essential movement within buildings.
- Normal classroom routines.

Movement Between Buildings

As the school operates across two buildings, movement between buildings should not occur unless authorised by the SLT.

Where movement is essential:

- Pupils must be supervised by an adult.
 - The shortest and safest route should be used.
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Lunch and Break Arrangements

Depending on the circumstances, SLT may:

- Stagger lunches.
 - Serve lunches in classrooms.
 - Use halls and indoor spaces for recreation.
 - Keep pupils indoors for the duration of the partial lockdown.
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Communication via Slack

A message should be posted to the designated emergency channel:

PARTIAL LOCKDOWN IN PLACE

Remain indoors.

Secure external doors.

Continue normal teaching activities.

Await further updates.

Staff should confirm their status where requested.

Example:

Year 5 secure.

31 pupils present.

Normal classroom activities continuing.

Escalation to Full Lockdown

A partial lockdown may be escalated to a full lockdown if circumstances change.

Notification will be:

FULL LOCKDOWN NOW

Implement full lockdown procedures immediately.

Upon receiving this instruction, all staff must immediately follow the full lockdown procedures detailed in Section 6.

Ending a Partial Lockdown

The partial lockdown may only be lifted by:

- The Headteacher
- Emergency services
- A designated senior leader

The following message should be communicated:

ALL CLEAR

The partial lockdown has ended.

Normal school operations may resume.

Quick Staff Checklist: Partial Lockdown

- ✓ Bring everyone indoors
 - ✓ Secure all external doors
 - ✓ Close windows if appropriate
 - ✓ Take a register
 - ✓ Continue teaching activities
 - ✓ Suspend outdoor activities
 - ✓ Minimise movement between buildings
 - ✓ Monitor Slack for updates
 - ✓ Await the all-clear message
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6. Lockdown Procedures

Immediate Actions

Upon hearing the lockdown instruction:

Teaching Staff

1. Bring pupils indoors immediately if safe to do so.
2. Lock classroom doors.
3. Close windows and blinds where available.
4. Turn off classroom lights if appropriate.
5. Move pupils away from doors and windows.
6. Maintain silence.
7. Take a register.
8. Report status via Slack.

Support Staff

- Secure pupils under your supervision.
- Assist nearest class where appropriate.
- Follow instructions from SLT.

Office Staff

- Secure reception.
 - Prevent access to the building.
 - Call emergency services if required.
 - Monitor incoming communications.
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7. Building-Specific Arrangements

Main Building

Ground Floor

- Classes remain in classrooms where possible.
- Doors locked and windows secured.

First Floor

- Classes remain in classrooms.
- Pupils moved away from windows facing external access points.

Annex Building

- Secure all external doors.
- Pupils remain in teaching spaces.
- Maintain communication with SLT via Slack.

Staff should not move themselves or pupils between buildings unless directed by emergency services or SLT.

8. Registers and Accountability

All classes must:

- Complete an immediate register
- Confirm:
 - Number of pupils present
 - Number of adults present
 - Any missing persons
 - Any injuries

Information should be communicated to SLT through Slack or telephone.

9. Toilets and Shared Areas

If pupils or staff are:

- In toilets
- In corridors
- In shared spaces

They should enter the nearest secure room immediately and remain there until lockdown is lifted.

10. Visitors and Contractors

Visitors and contractors should:

- Be directed to the nearest secure location.
- Remain under supervision where possible.
- Follow staff instructions at all times.

The school office should maintain an up-to-date visitor record for emergency purposes.

11. Parents and Carers

During a lockdown:

- The Headteacher or next most senior member of staff will make the decision on the most appropriate time to notify parents in discussion with emergency services as appropriate.
- Messages will be sent via Arbor with additional phone calls to families where it is known that they have challenges accessing emails. .
- Parents should be requested not to come to the school site until instructed.

Example message:

"The school has implemented its lockdown procedures as a precautionary safety measure. All pupils and staff are safe and being supervised. Please do not come to the school site until further information is provided."

12. Ending Lockdown

Lockdown will only be lifted by:

- The Headteacher
- Emergency services
- Another designated senior leader

The all-clear message should be:

"All clear. The lockdown has ended. Please resume normal activities."

No staff member should independently end lockdown arrangements.

13. Medical Needs

Staff should ensure:

- Emergency medication remains accessible where possible.
- Pupils with medical needs are monitored.
- Any urgent medical concerns are reported to SLT immediately.

14. Post-Incident Actions

Following a lockdown:

Immediate Debrief

SLT will:

- Account for all pupils and staff.
- Identify welfare concerns.
- Record timeline of events.

Communication

The Headteacher will:

- Update parents and carers.
- Update the Governing Body.
- Liaise with the Local Authority where appropriate.

Welfare Support

Appropriate support will be provided for:

- Pupils
- Staff
- Families

15. Training and Practice

The school will:

- Conduct at least one lockdown drill annually.
- Ensure all new staff receive lockdown training during induction.
- Review procedures following drills or incidents.
- Maintain clear signage and guidance for staff.

Appendix A: Quick Staff Checklist

LOCKDOWN

- ✓ Bring pupils inside if safe
 - ✓ Lock doors
 - ✓ Close windows and blinds
 - ✓ Move away from doors and windows
 - ✓ Maintain silence
 - ✓ Take register
 - ✓ Report status via Slack
 - ✓ Await further instruction
 - ✓ Do not open doors until official all-clear
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Appendix B: Suggested Slack Messages

Initiate Lockdown

LOCKDOWN NOW.

Follow lockdown procedures immediately.

Await further updates.

Classroom Status

Y2 Secure

30 pupils

2 adults

All accounted for

All Clear

ALL CLEAR.

Lockdown has now ended.

Normal procedures may resume.

- Any situation where outdoor activities may place pupils at risk.