



Elmsleigh  
INFANT & NURSERY SCHOOL

Grow to be the best we can be

## Lockdown Policy

Written: Spring 2026

To be reviewed: Spring 2027

Policy Owner: Ms Jodie Bailey (Head of School)

Ratified: Mrs Nicola Price (Executive Headteacher)



## Context

The development of this policy is in line with the circumstances that need to take place in case of a lockdown emergency. Any 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 all stakeholders in school at the time.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required, verbally by the leadership team.

It is of vital importance that the school's lockdown procedures are familiar to all pupils, staff and regular visitors (such as Nurses, Occupational/Speech and Language Therapists). To achieve this, a lockdown drill should be undertaken at least twice a year. Wherever possible, (and dependent on each pupil's level of cognition) this plan should be shared with pupils and practiced to increase everyone's familiarity with it.

## Lockdown Procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc.
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. fox;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to stakeholders in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to stakeholders in school
- An intruder on the school site with the potential to pose a risk to stakeholders (please note this is extremely rare)

Initially, in the case of an emergency situation, the school will enter a full lockdown procedure. The signal for this will be five 5 second pulses on the school bell. At the point all stakeholders will:

- Remain in their classroom, closing all windows and blinds.
- If outside, return to classroom, closing all windows and blinds
- Office staff close all windows and blinds,
- All other stakeholders/non office based staff will enter the nearest 'mag locked' room and wait for further instructions, closing all windows. Please note that all visitors in school must be in a room with a member of school staff.

## Internal Communication during incident

Once the school is in full lockdown, they will remain where they are, staying calm and not alerting any pupils of any danger at that moment.

One member of staff in each room will get their personal mobile and wait for further instructions. This phone will remain on but in silent and not in vibrate mode. As this is an exceptional emergency situation. It will remain one of the very few times that staff are permitted to have a personal mobile in the classroom due to the use of it potentially securing a child's safety.

A message will then be sent to all staff to alert them of a lockdown procedure. Instructions will be given via a text message or verbally from a member of the leadership if safe. A partial lockdown may happen following these instructions.

## Partial Lockdown

At times the school may need to remain in a partial lockdown... for example an ambulance arriving to one of the class rooms. This would mean that all pupils in classrooms need to remain inside as the gates may be open.

If this happens a message will be sent alerting staff to the reason of the partial lockdown. A member of the leadership team will also come round to speak to staff in each room, wherever possible. All situations are different, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies.

The lockdown will end for all stakeholders in school when they receive one continuous bell for ten seconds.

## Additional Important Information

In most circumstances most of the details and instruction will depend on the emergency and advice from a variety of emergency services. Precautionary measures will be in place following this advice and will put the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown. Some measures may be as follows:

- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- In the event of a roaming dangerous animal, some areas of school inside may remain unlocked and movement between inside areas permitted.

## External Communication

This Lockdown Policy and procedures will be published on the school website. In the event of an actual full lockdown all parents/carers will be informed as soon as is practically possible by the best possible mode of communication at the time. They will be given enough information about what is or has happened, so that they are reassured that the school is doing everything possible to ensure their child's safety. In an emergency situation:

- Parents/carers will be asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents will be asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger unless asked to do otherwise.
- Parents will need to wait for the school to contact them about what happens next and when it is safe for them to collect their pupils.
- Parents will be informed when the 'all clear' has been given.

## Emergency Services

It is important to keep lines of communication open with outside agencies and the emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by such services depending on the severity of the incident that has triggered during the lockdown procedure.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## Appendix 1 - Security Lockdown Procedure

### Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	NAME
Executive Headteacher	The Head Teacher will co-ordinate the response to the incident, follow the security lockdown plan and record actions taken, maintain contact with the emergency services and staff.	Nicola Price
Head of School	The Head of School will support the Headteacher and deputise duties in the Headteachers absence. They will communicate with parents under the guidance of the head teacher.	Jodie Bailey
Senior Leadership Team/Office Staff	All members of this group will communicate with all stakeholders (both within and outside of school) as directed by the Headteacher.	All members
Teachers and support staff	All staff must ensure pupils are kept together as a class, taken to their classroom or other place of safety. Take register and stay with pupils.	All members
Site manager	The site manager will make sure all access points are secured.	Matthew Lewis

### Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
The agreed signal for lockdown is: Five 5 second bursts of the school's lesson bell.	The agreed signal for all clear is: One continuous bell for ten seconds.

## Security lockdown plan

ASSEMBLY POINTS/ POINTS	EXPECTATIONS
<p><b>Our safe assembly points</b></p>	<p>All pupils and staff will be locked down in their classrooms, the hall and offices. Visitors will go to the nearest available 'mag locked' room.</p> <p>These locations may vary depending on the instruction given by the SLT.</p>
<p><b>Secure entrance and exit points</b></p>	<p>Quickly secure doors, gates, windows, air conditioning and air vents.</p>
<p><b>Bring pupils inside</b></p>	<p>As soon as the lockdown signal is heard, staff will make sure pupils are brought inside as quickly as possible.</p> <p>Teachers will log into school register to check they have all pupils together and alert the office if any are missing or in another area of the school.</p>
<p><b>Steps to increase protection</b></p>	<p>Immediately, staff will:</p> <ul style="list-style-type: none"> <li>• Lock doors</li> <li>• Close windows</li> <li>• Make sure at least one member of staff in the room has a personal mobile phone available, off vibrate and on silent, to await further instruction.</li> </ul> <p>On instruction from the designated person, staff may need to:</p> <ul style="list-style-type: none"> <li>• Close window blinds</li> <li>• Position pupils away from sightlines from external doors and windows – for example, under a table</li> <li>• Turn off lights and monitors</li> <li>• Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)</li> <li>• Cover windows and air vents (if the risk is pollution or a gas cloud)</li> </ul>
<p><b>Internal communication during a lockdown</b></p>	<p>The Leadership Team will communicate to staff through silent communications on personal mobile phones.</p> <p>Leaders will conduct an on-going risk assessment based on available information from Emergency services and disseminate information accordingly.</p>

<p><b>Communication with parents during a lockdown</b></p>	<p>Parents to be informed via the most appropriate communication system of the circumstances of the lockdown.</p> <p>Parents will not be allowed to contact school, unless otherwise told.</p> <p>Parents will not able to collect pupils, unless otherwise told.</p>
<p><b>Evacuation plan, if needed</b></p> <p>It is very much <b>the exception</b> to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>If an evacuation of the building is needed, the Head Teacher will inform staff of the designated venue for evacuation and the route they must take though communications on staff's personal mobile phones.</p>
<p><b>Security lockdown drills</b></p>	<p>A practice drill will happen in the Autumn Term and Summer Term, alongside any time that is deemed appropriate by the SLT. Parents to be informed of the procedures.</p>

## Lockdown drill action checklist

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
All stakeholders are in the nearest safe place (this may be dependent on what and where the risk is)		
Account for stakeholders – printing off inventory		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains (where appropriate)		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all stakeholders under tables and away from windows (where appropriate)		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, SLT to check and search for missing or injured stakeholders		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		



## Lockdown Emergency Plan

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	Five 5 second bursts of the school's lesson bell.
Signal for stand down / all-clear	One continuous bell for ten seconds.

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Jodie Bailey/Matthew Lewis/Connor Jacob	07399317508
Deputies	Nicola Price	07917752055
Deputies	Laura Mansfield	01283216883
Deputies	Tina Arckless	01283216883
Communications Officer	Caroline Wescott	01283216883

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 Hall

3 Sports hall
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4 Offices
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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.

Reach more Parents

Mobile phones

Instant messaging / email

Other (TV's / Whiteboards / etc)

### 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	Springfield Junior School
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Type of venue	School
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Contact name	Ms Jones
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Contact telephone number	01283 217855
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Open 8am – 4pm – 0.5 miles walking distance

**Other useful contacts:**

<b>Action Plan</b>	<b>Completed by (sign and time)</b>
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
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	