



HERON CROSS PRIMARY SCHOOL

LOCKDOWN POLICY

Date: April 2026

Review Date: April 2027

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- The Terrorism (Protection of Premises) Act 2025
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2025) 'Protective security and preparedness for education settings'

1. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is necessary to protect people from intruders.

2. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

1. Invacuation procedure

1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of external fire, chemical spillages and air pollution.

1.1. The warning for the school's invacuation procedure is the sounding of the emergency alarm, followed by a secure message to all staff stating:

INVACUATION - remain inside

1.2. The headteacher, or another designated member of staff, will raise the alarm as soon as a concern has been raised.

1.3. Staff members will keep in contact using mobile phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

1.4. Throughout the procedure, the headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible using secure messaging.

- 1.5. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- 1.6. If staff are in rooms adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.
- 1.7. When all personnel are inside, doors will be closed and windows will be securely locked
- 1.8. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- 1.9. Main entrances into the school site will be locked if necessary.
- 1.10. Staff members will instruct pupils to stay away from the windows and doors.
- 1.11. Pupils, staff members and visitors will remain inside until told the emergency is over by the emergency services, which will be communicated to all staff via secure messaging.
- 1.12. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 1.13. When the invacuation procedure has finished, pupils will return to their timetabled day.
- 1.14. Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 1.15. If the incident was still ongoing at the end of the school day, and therefore impact upon parents/carers collecting their children, advice would sought from emergency service personnel.
- 1.16. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
 - Parents and other stakeholders will be informed
 - The response to the crisis will be evaluated and procedures amended where necessary

2. Lockdown procedure

- 2.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. i.e Armed intrusion or dangerous dog
- 2.2. The headteacher will ensure that all staff members understand when and how this procedure will be implemented.
- 2.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 2.4. The headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Advice will be sought from the emergency services.

2.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- The close proximity of a dangerous dog, or other animal, roaming loose

The signal given for staff members to implement the lockdown procedure will be the sounding of the emergency alarm, followed by a secure message to all staff stating:

LOCKDOWN (FULL/PARTIAL-SPECIFIC AREA)- REMAIN IN CLASSROOMS.

2.6. Lines of communication between staff members will be kept open using mobile phones

2.7. As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

2.8. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. classroom, hall or office.

2.9. Staff members will ensure that the toilets, halls and playgrounds are cleared of all pupils, staff members and visitors.

2.11. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

2.13 If staff members, pupils or visitors are outside during the implementation of a full lockdown, a dynamic assessment will be made by the headteacher following advice from the emergency services.

2.14. Staff members will be responsible for the pupils within their classroom.

2.15. When all personnel and pupils are inside, external doors and windows will be securely locked. External gates will be locked depending on the threat.

2.16. Staff will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via mobile phones and an immediate search will be instigated.

2.17. Once all personnel and pupils are inside, the SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services

2.18. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

2.19. If it is considered necessary to leave the school site, staff will lead pupils and visitors to an appropriate place of safety- see Lockdown procedure.

2.20. Pupils may be instructed to take cover under their tables.

2.21. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

2.22. In the event of a full lockdown, once all pupils have been accounted for, the following actions may be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electrical monitors expressing
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible

2.23. All personnel will remain inside until an **'ALL CLEAR'** message has been sent via secure messaging, or unless told to evacuate by the emergency services.

2.24. Parents will be notified as soon as it is practicable to do so via our messaging systems.

2.25. Pupils will not be released to parents during a lockdown.

2.26. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

2.27. The school's Business Continuity Plan will be activated to help restore normality following an incident.

2.28. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least ONCE a year.

Lockdown Procedure

STAFF MEMBER	RESPONSIBILITIES
Headteacher- GW	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Assistant headteacher- VH	Escort visitors to an agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.)
Assistant Headteacher- CW	Communicate with parents/carers via Class Dojo.
Teachers and support staff	Receive alerts via secure messaging app. Secure all pupils in the classroom/bring class pupils to the hall. Take register and stay with pupils.
Site manager and School Business Manager	Make sure all access points are secured.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p>Lockdown alarm audible in EY/Y1 building and KS2 building.</p> <p>Bell to sounded in the dining centre</p> <p>Alarm will be followed by message to staff mobile phones detailing lockdown/invacuation and further actions dependent on the threat.</p>	Whole school message on staff secure messaging app

Security lockdown plan

Our safe assembly points	<p>External intruder/threat: all pupils, staff and visitors to convene in classrooms or main halls, close classroom doors.</p> <p>Internal intruder/threat: all pupils and staff to remain in classrooms, away from doors and windows.</p>
---------------------------------	--

<p>Secure entrance and exit points</p>	<p>Classroom windows to be closed by classroom staff when alarm sounds.</p> <p>External intruder/threat: Site manager to secure external doors in all buildings- KS2 playground, carpark entrance, UKS2 entrance, main office.</p> <p>Nursery staff to secure Nursery exit, KS1 staff to secure KS1 staffroom door and Y1 exit.</p> <p>Internal intruder/threat: staff to close doors and windows whilst remaining in the classroom- site manager and SBM to lock classroom doors depending on location of intruder. Staff to secure door if necessary using furniture/wedges.</p>
<p>Bring pupils inside</p>	<p>Lockdown alarm can be heard outside. Staff to bring pupils in via the nearest entrance and convene in the nearest room if internal intruder, join other pupils in the hall if external intruder.</p> <p>Staff to message via secure messaging app to communicate pupil numbers/location entering the building. School office to track pupil numbers.</p>
<p>Steps to increase protection</p>	<ul style="list-style-type: none"> • Lock doors if incident is an internal intruder • Position children away from sightlines from external doors and windows. Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent
<p>Internal communication during a lockdown</p>	<p>Secure messaging app to be used for communication with staff</p>
<p>Communication with parents/carers during a lockdown</p>	<p>ClassDojo and text message updates.</p>
<p>Lockdown duration</p>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>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 is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>Evacuation to be communicated via secure messaging app.</p> <p>Evacuate to Glebedale School, Grove Road, if safe- depending on known location of intruder- alternatively use, rear exit to convene at the Lido.</p>

Security lockdown drills	Annual drills to take place. Age appropriate communication with pupils to take place prior to drill during assembly. Information to be shared with parents prior to drill
---------------------------------	---

Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Depending on the risk, secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights		
Depending on the risk, direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
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, check and search for missing or injured pupils, staff or visitors		
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		