



# Potten End Church of England Primary School

Rooted in Faith, we nurture, grow and flourish  
Parable of the Mustard Seed

**LOCKDOWN PROCEDURE**  
**Potten End Church of England Primary School**

## **Policy Review**

This policy was agreed by the Governing Board on.....19.9.24.....

It is due for review on...July 2026.....

Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors



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**Adopted 09/07/20**

### **LOCKDOWN PROCEDURE**

Lockdown 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 staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all the pupils.

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

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

**The school's lockdown plan is as follows:**

Signal for lockdown	A member of SLT to visit each room to alert other staff, a continuous whistle is blown.
Signal for all clear	Verbally (in person) from SLT or office. They will state lockdown has ended.
Rooms most suitable for lockdown	All staff to remain in own classrooms / area / office where possible. All pupils to remain in own classrooms where possible.
Entrance points (e.g. doors, windows) which should be secured	External doors, fire doors, internal doors, all windows secured. Blinds/curtains down.
Communication arrangements	In person.



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### Lockdown Procedures

*Staff will be alerted to the activation of the lockdown **drill** in advance.*

When informed of a lockdown event:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and returned to their classroom if possible and safe to do so, (outside staff will be informed by an SLT member or office).
- Those inside the school should remain in their classrooms/teaching area
- Children or staff not directly close to their own classroom will go into the closest classroom.
- All external doors and, as necessary, windows are closed. Doors need to be locked.
- Interactive whiteboards turned off.
- Blinds should be drawn and pupils acting “sleeping lions” in their designated area, under tables where possible.
- Staff should encourage the pupils to keep calm.
- Any visitor to the school should lockdown in the nearest classroom to where they are and remain there until the all clear.
- As appropriate, SLT or admin will establish initial communication with the Emergency Services. Follow up communication can also be carried out by office staff.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- As appropriate , SLT or admin will contact any off site school group, advise them of the situation and agree an appropriate response.
- Parents will be notified as soon as it is practicable via ARBOR (only when appropriate via guidance from the Emergency Services).
- **Pupils will not be released to parents during a lockdown.**
- It is of vital importance that the school’s lockdown procedures are familiar to all members of staff. To achieve this, a lockdown procedure will form part of the yearly safe-guarding update to staff.
- A whole school lockdown event drill will be **once a year**.
- All situations are different, so once all staff and pupils are safe, SLT will conduct an on-going risk assessment, based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.



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### **Communication with staff after Lockdown**

Once the incident has been assessed as safe, all classrooms will be visited by a member of SLT or office staff and told the situation is under control and the class can resume activities as normal.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

### **Emergency Services**

It is important to keep lines of communication open with 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 Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.