Holy Trinity CofE Primary School

Lockdown Policy and Procedures

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Vision Statement

At Holy Trinity we believe that all people are precious and honoured in God's sight. From this belief comes a determination for all within our community to experience life in all its fullness, as promised by Jesus.

We embrace the holistic development for all in our community so that they may flourish academically, emotionally, and spiritually.

All that we do is underpinned by the modelling and promotion of six core values. These are: Justice, Service, Perseverance, Gratitude, Compassion, Courage and build on previous values of Peace, Hope, Friendship, Respect, Honesty and Forgiveness.

We offer a vision of human flourishing for all, one that embraces excellence and academic rigor, but sets them in a wider framework.

Rationale

As part of our Health and Safety policies and procedures, the school has a Lockdown Policy.

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Holy Trinity CofE Primary School takes its duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy will be implemented alongside the school's Emergency Plan.

1. 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 Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE 'Fire safety in new and existing school buildings'
- DfE 'School and college security'
- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE 'Protective security and preparedness for education settings'
- The Counter Terrorism (Protection of Premises) Act 2025

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Fire Evacuation Plan

- Personal Emergency Evacuation Plan
- Business Continuity Plan

2. Definitions

The term **'evacuation'** refers to the orderly removal of everyone from the school building; this can be as a result of a fire or other incident within the building.

The term **'invacuation'** refers to keeping everyone inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term **'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.

3. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Familiarising itself with the school's protective security and preparedness plans.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

The headteacher will be responsible for:

- Promoting the safety and wellbeing of pupils and staff members.
- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Appointing a security lead who will also act as the incident lead when incidents occur.

- Appointing deputy incident leads to cover the absence of the first incident lead.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.

The school business manager will be responsible for:

- Coordinating and overseeing the school's protective security and preparedness work.
- Developing and maintaining policies and plans which promote a good security culture and deter someone intending to cause harm.
- Determining how staff should respond effectively to incidents.
- Ensuring all staff members are aware of their roles and responsibilities in relation to protective security and preparedness and receive appropriate training.
- Liaising with external agencies, e.g. the police and emergency services, to ensure effective communication and collaboration.
- Managing and delegating the response to an incident.
- Working as the incident lead in response to incidents.

The Headteacher and senior leaders will be responsible for:

- Leading the initial response to an incident.
- Liaising with the police to incorporate their advice into an overall response.
- Making fast, clear decisions under pressure.
- Responding appropriately to any safety concerns.
- Communicating with parents about incidents.
- Leading any responses to media interest.
- Managing resources effectively, including consideration for the wellbeing of staff, pupils and families.

All staff members are responsible for:

- Ensuring the safety and wellbeing of pupils during an incident.
- Participating in protective security awareness and preparedness training as part of organised CPD.
- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.
- Supporting the security lead in implementing and maintaining plans.
- Being familiar with all incident response plans.

- Providing additional support to those who are particularly vulnerable.
- Being prepared to follow emergency procedures in the event of an incident.
- Their own safety during an incident whilst listening to instructions from the incident lead and emergency services.
- Acting in accordance with this policy and associated procedures where required.

The Business Manager, will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

4. Appropriate procedures

As a Primary school with a relatively large site including a main building, a library / community room situated in a mobile classroom, a two storey extension that is separate from the main building and a large expanse of fields to the rear, we have a number of challenges to overcome.

On very rare occasions, it may be necessary to lockdown the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

It is unlikely that our school will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

Parents/carers need to be informed when teaching is taking place on this subject so they can prepare for any possible impact this may have on their children.

Routinely informing parents/carers of the procedures can reassure them that Holy Trinity is prepared and able to look after their child.

Methods of informing parents/carers about preparing for emergencies could involve:

• Including information within the school newsletter;

• Updating the Policies section on the school website;

• Emailing parents relative information

How is this emergency response different to fire and bomb drills?

In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely. In a lockdown, they need to learn almost the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed or, in extreme circumstances, to leave if an intruder gains entrance to the school building.

The headteacher and security lead will develop a plan to decide which emergency procedure would be implemented under different circumstances.

When developing procedures, pupils and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and reassuring manner.

The evacuation procedure will be implemented in the following circumstances:

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

The partial lockdown procedure will be implemented in the following circumstances:

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

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher will take all factors into consideration when deciding whether to partially or fully lock down the school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher and security lead will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

Notification of Lockdown

Staff will be notified by a whistle

Procedures and policies will be regularly tested to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be. The school will consider involving neighbouring schools, local police, the LA, and other outside agencies in helping evaluate the school's implementation of its procedures. Procedures will be tested in accordance with the **Conducting practices** section of this policy.

The school is mandated to have lockdown procedures in place to protect pupils and staff from potential threats. The key elements of the school's lockdown procedures are:

- Regular Drills
- Staff Training
- Security Plans
- Communication to pupils and parents
- Lockdown Procedure Templates
- Emergency Planning
- Legal Requirements

In line with the Counter Terrorism (Protection of Premises) Act 2025, the school will consider and plan its response to a terrorist attack. As an educational setting, the school falls under the Standard Tier, which places a duty to implement proportionate protective measures regardless of capacity.

The school will ensure that emergency plans for terror-related threats are fully documented, clearly communicated to staff, and ready to be deployed without delay.

The aim of this will be to ensure that all staff are prepared to respond effectively under pressure—for example, by knowing how to initiate a lockdown, trigger an evacuation, and access a reliable system to notify all staff and pupils immediately.

National Emergency Alerts system

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and security lead will check the current alerts online to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

6. PROCEDURES

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure -be aware you may be in lockdown for some time

1. The above notification will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.

2. Children will remain in the room they are in and the staff will ensure the windows, blinds and doors are closed/locked where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Staff mobile phones should be kept on their persons but put on silent mode and vibration switched off.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

4. If practicable staff should notify the front reception by phone that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff are to support children in keeping calm and quiet.

6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher, Senior Management Team, Chair of Governors or office staff in person that there is an all clear.

7. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the school office immediately of any pupils not accounted for.

The Nest (Mobile)

Only if it is safe to do so, the children, visitors and staff in the mobile should be moved into the main school building by use of the side entrance.

If it is deemed unsafe then it is recommended that desks be tipped onto their sides with desktops facing out, and all desks placed in a circle, with students/staff locating within the circle, down on the floor below the top edge of the desk.

The Hive (Cabins)

Only if it is safe to do so, the children, visitors and staff in the cabins should be moved into the main school building by use of the side entrance. If it is deemed unsafe then it is recommended that desks be tipped onto their sides with desktops facing the windows with students/staff locating behind the tables, down on the floor below the top edge of the desk. Blinds should be drawn and lights turned off.

For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

Staff Roles:

1. School administrators to ensure that the school office is locked and police called if necessary. An incident log (see School Emergency and Business Continuity Plan) should be commenced.

2. Business Manager or Site Manager lock the school's front doors and all entrances if it is safe to do so.

3. Individual teachers and support staff lock/close classroom door(s), blind(s) and windows.

4. Nearest adult to check exit doors.

7. Communicating during an incident

Communication methods will be planned in advance of incidents, including any code words or signals that may need to be used.

When managing an incident, the school will ensure that procedures are in place to coordinate with staff and those directly involved in the incident, parents, the police and other emergency responders. The school will also plan how it will communicate incidents to the local community and in response to interest from the public and media.

The incident lead will consider how best to communicate to staff and pupils, and will provide clear and concise instructions.

When alerting a threat across the school, the first alert will:

- Be quick to activate.
- Reach the people who need to know.
- Be easily activated by any staff member from various locations.
- Not provide any information on the locations of people on site.
- Not increase the risk of harm to the person who activates the alert.

The communications method used during an incident will:

- Be silent and invisible to someone intending to cause harm.
- Enable two-way communication, both with the incident lead and other staff members.
- Be portable and not dependant on Wi-Fi and wired connections.

When communicating with the police, call handlers will give the police and other emergency responders as much information as possible and cooperate with their instructions.

End of Lockdown

Only when notified by senior staff or the Police that the incident is over and it is safe to return to normal school activities should children and staff leave the place of safety.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – i.e. Parent text messaging service.

Parents will be told: '..the school is in a full lockdown situation. During this period the switchboard and

entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from

school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

8. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

For pupils with PEEPs in place, the school will also ensure that personal emergency response plans are made for all other security and safety related incidents.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

9. Actions following incidents

The school's plans will be amended appropriately to consider the emotional and mental impact on pupils, parents and staff members following an incident. The school will also consider introducing a strategy that monitors pupils and staff who are primarily affected by the incident.

The school will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. The school will use these post-incident actions to inform what measures need to be taken to support victims and learn from anything that could have been improved should such an incident occur again.

In time, the school will also hold debriefing sessions with neighbouring schools, settings, business, the local community and the police.

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

10.Conducting practises

Lockdown practice will take place at least once a year (within the first term) to ensure everyone knows exactly what to do in such a situation. Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher and the security lead and changes will be made to procedures if necessary. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Consideration will be given to pupils with SEND when conducting practices. PEEPs will be followed and amended if practices highlight issues implementing these plans.

11.Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is September 2027.

This policy will also be reviewed and evaluated following any incidents which require it to be activated.

The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.