



The Leys Primary & Nursery School

Learning Today ...Leading Tomorrow

Lockdown Procedure

DOCUMENT DETAILS	
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1. Purpose and Principles

Lockdown procedures are a proportionate and sensible response to any internal or external incident posing a threat to the safety of pupils and staff. The aim is to ensure safety while minimising disruption to learning.

2. Situations Triggering Lockdown

Lockdown may be activated in response to incidents, including but not limited to:

- Civil disturbance or reported incident nearby posing risk
- Intruder on site posing danger
- Localised air pollution (e.g., smoke plume, gas cloud)
- Major fire in the vicinity
- Potentially dangerous animal roaming close to or on school site

All school staff have a responsibility to initiate a lockdown if needed, to make other staff and pupils aware of a possible threat.

A lockdown is initiated when a member of staff becomes aware of a serious risk to the safety of pupils or adults—for example, an intruder, a violent incident nearby, or another situation (see above) requiring people to remain inside.

Steps for initiation of a lockdown aim to get pupils and staff into school as quickly and safely as possible.

Informing other school staff, including the admin team, MSAs, SLT and other leaders, to support in blowing their whistles and informing pupils and staff of a lockdown via walkie-talkie (if outside). In turn, the admin team or school leaders will activate a lockdown via a clear message on the tannoy, ensuring that both pupils and staff remain inside or return indoors immediately.

3. Lockdown Activation and Signals

- **Lockdown Signal:** “ATTENTION LOCKDOWN” announced via internal and external tannoy system
 - **All Clear Signal:** “ALL CLEAR” announced via tannoy and verbally by SLT via classroom telephone or in person
 - **Areas Outside Tannoy Coverage:** The following areas must be notified immediately via telephone by the office staff:
 - PE Staff
 - Nursery Class
 - Pilgrims Way Pre-School
 - HCL Kitchen Staff
 - Brighter Days Club (Before and After School)
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4. Lockdown Locations and Securing the Premises

- Where possible pupils and staff must remain in their own classrooms or offices
- Those outside classrooms must immediately move to the nearest classroom or hall
- Fire Marshals will secure all external doors

- Windows and internal doors must be closed
 - Blinds should be drawn, lights turned off if safe to do so, and pupils seated quietly out of sight
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5. Communication During Lockdown

- Primary communication via tannoy, telephones, and in-person updates
 - Office staff will maintain communication with SLT and emergency services
 - Parents will be informed as soon as practicable via text, email, and the website, following emergency services' guidance. Pupils will not be released to parents during lockdown
 - Staff leading school trips or attending external meetings must be contacted and informed of the lockdown. The Headteacher will make decisions on:
 - Alternative venues for return
 - Alternative drop-off points for parent collection
 - Whether the group should remain off-site until the all clear is given
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6. Lockdown Drill Procedures

- Staff will be pre-notified of lockdown drills
 - On hearing the lockdown signal, staff must:
 - Bring pupils inside immediately if outdoors
 - Secure doors and windows
 - Draw blinds and ensure pupils remain calm and quiet
 - Report any missing pupils or staff to the office immediately
 - Fire Marshals should check corridors and toilets for pupils or staff
 - SLT will conduct ongoing risk assessments and communicate updates
 - Fire alarm activation will indicate evacuation if necessary, following usual fire drill procedures
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7. Roles and Responsibilities

All staff

Senior Leadership Team (SLT)

- Initiate calls to emergency services and Local Authority if necessary
- Coordinate with emergency services and follow their advice
- Oversee office staff taking calls from classrooms about missing persons
- Oversee ongoing risk assessment and staff communication
- Decide when/if movement within buildings may be permitted
- Coordinate search for any missing persons (if safe to do so)
- Notify group leaders on school trips of the lockdown
- Make decisions on alternative venues/drop-off points for trips
- Approve all clear announcements
- Approve communication to parents

Teachers

- Direct pupils calmly inside and ensure they remain quiet
- Direct pupils to sit on the floor, out of sight of doors and windows

- Ensure windows are shut, blinds are down, internal doors are shut and turn off lights if safe to do so
- Take register and report missing persons or any additional pupils from other classes to the office immediately
- Inform the office if not in your usual classroom
- Keep pupils calm and quiet – use low voices only
- Wait for the all clear – do not leave the room

Support Staff

- Assist teachers in getting pupils inside and securing the classroom
- Support the class teacher in keeping pupils calm
- Assist with register/headcount
- Help supervise pupils, particularly those with special needs

Office & Premises Staff

- Lockdown in the main office to manage communication systems
- Contact areas outside tannoy coverage (see section 3)
- Monitor visitor log (Sign In app) and establish location of all visitors
- Take calls from classrooms reporting missing or additional pupils
- Coordinate with SLT on missing persons and visitor locations
- Contact emergency services **if directed by the Headteacher or other member of SLT**
- Prepare for parent communication – **only when approved by Headteacher**
- Review and feedback live information to SLT / emergency services from CCTV if possible
- **Monitor CCTV systems (if available) and provide live updates to SLT and emergency services on:**
 - Movement of any intruders or threats on site
 - Location and status of pupils, staff and visitors
 - Any developing situations requiring immediate attention
 - Access points that may have been compromised
 - Safe evacuation routes if required

Fire Marshals – Priority order of actions (See list of Fire Marshals, point 11)

- Secure external doors
- Check communal areas for occupants (corridors, staffroom, toilets, etc.) and direct any staff/pupils to the nearest classroom
- Report any concerns to the office

Staff on Outdoor Duty/PE

- Bring pupils inside quickly to the nearest safe area
- Notify the office of pupil locations if not in usual classrooms
- See section 9 for a more detailed lunchtime/play duty scenario

8. Lockdown Procedure for Lunchtime/Play Duty (Intruder Scenario)

- **Stay Calm and Act Quickly:**
 - Staff on duty must ensure they are wearing a **high-visibility vest** and have a walkie-talkie
 - Do not confront intruders

- Alert staff by shouting “**Lockdown, Lockdown. Lockdown**” on walkie-talkie
 - All staff on duty should **blow whistles** and get pupils inside the nearest building immediately
 - **SLT** must be alerted **as soon as possible**
 - The **office** needs to be alerted immediately using the phones
- **Keep Children Safe:**
 - Move to a **safe area inside the building**
 - Sit on the floor, **out of sight of doors and windows**
- **Lock and Secure:**
 - Lock doors, close windows and blinds
 - Turn off lights if safe to do so
- **Stay Silent:**
 - Keep pupils **quiet and calm**
 - Do **not use mobile phones** except to contact the emergency services or other staff members if necessary
- **Wait for Instructions:**
 - Do not leave the room until you receive an official “**all clear**” message from SLT or the office
- **Emergency Contact:**
 - Call 999 immediately if necessary
 - Provide your **location, number of children, and description of the intruder** if it is safe to do so
 - If you are able to note/register children in your area
- **Important**
 - Your top priority is the safety of the children in your care
 - Stay calm, keep everyone out of sight, and wait for help or the all clear
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9. Fire Marshals and Deputies

List of Fire Marshals and Deputies by Area.

If you are a Fire Marshal and during a lockdown you are situated in another block, please provide support in the area you are in.

Area of School	Fire wardens /marshals	Deputy
Nursery Block	E Balaban	M Devonshire
Infant Block – All communal areas: <ul style="list-style-type: none"> ● Meetings Room ● Main Office 	A Fonseca	S Clibbon

<ul style="list-style-type: none"> ● SENCO'S Office ● Fletcher Classroom ● Family Liaison Office ● KS1 Pupil Toilets (in corridor) ● Ladies Toilets ● Disabled Toilets ● Headteacher's Office ● Finance Office ● Food Tech Room ● Infant Hall ● Exit via infant hall 		
Year 2 Block	L Maisey / K Fountain	N Mclean
Year 3 Block	K Harlock	L Sullivan
Junior Block – Area 1 – <ul style="list-style-type: none"> • PPA Room • Hub and Hub Toilets • Ladies Toilets • Deputy Head's Office • Disabled Toilet • Staff Room • Exit via doors next to the staff room 	A Dear	T Huntly-Peck
Junior Block – Area 2 – <ul style="list-style-type: none"> • Assistant Head Office • Year 5 Toilets • Junior Hall • Strong Classroom • STEAM Room • Music Room and all communal spaces in this area including pupil Toilets 	K Moore	A Barr

<ul style="list-style-type: none"> Exit via the door next to the pupil toilets 		
Year 6 Block	J Garner	H Evans
Pilgrims Way Pre School	B Logan	K Smith
Brighter Days Breakfast Club	M Devonshire	M Cullinane / S Andrew
Brighter Days After School Club	M Cullinane / S Andrew	M Cullinane / S Andrew
HCL Kitchen Staff	A Porter	E Houldershaw
Haywood's Cleaning Staff	D Dinnage	M Small
Other Contractors	M Small	Admin Team

10. Important Notes

- **Staff will always be pre-warned of drills. Any unannounced lockdown signal must be treated as a real incident**
 - **All situations are unique.** Once all staff and pupils are safely inside, SLT will continuously assess risk and update staff accordingly
 - Emergency services will guide decisions on evacuation and communication with parents
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