



PARKVIEW PRIMARY SCHOOL AND REDWOOD PRIMARY SCHOOL FEDERATION

Lockdown Procedures

Prepared for:

Parkview & Redwood Primary School Federation

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Introduction

Lockdown procedures aim to ensure that staff and young people are secure and in a safe location relevant to the threat that has activated the procedure and that they remain in this location until the threat has been dealt with. These procedures aim to keep disruption to a minimum so learning or activities can carry on with the minimum of disruption thus aiming to keep everyone as calm as possible. This is particularly important to try to reduce any anxiety that may be caused by the activation of the procedure.

When would a Lockdown Procedure be activated?

Lockdown procedures may be activated for reasons given below:

- A reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils.
- An intruder on the site (with the potential to pose a risk to staff and pupils).
- A person who is known to the site and known to pose a risk to staff and/or pupils enters the site uninvited.
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud) or chemical, biological or radiological contamination.
- A major fire close to the site.
- A dangerous animal roaming loose in the vicinity of the site.

Lockdown Arrangements

There are two types of lockdown procedures – partial lockdown and full lockdown. The following basic principles apply to both situations:

- The Headteacher is nominated as Lockdown Manager (the Deputy Head to cover the absence of the Headteacher) to initiate, manage and conclude the lockdown. They will be the point of communication with emergency services as necessary.
- All staff should be aware of their individual roles and responsibilities.
- A claxon will sound to alert staff that the plan is to be activated. This will be a continuous alarm for both a full lockdown and a partial lockdown.
- Staff to be verbally told (or messaged) what type of lockdown it is either 'Full lockdown' or 'Partial lockdown'.
- The claxon is triggered by activating the panic button situated in the Main Office or Junior Office.
- Pupils and staff who are outside the buildings should be brought inside as quickly and calmly as possible.
- Those inside the school/setting should remain in place or proceed to an agreed area (as determined at each site).
- Once those outside are in the building, all doors and as necessary windows are to be locked. Depending on the circumstances, internal doors may also need to be locked.
- Blinds and curtains are to be drawn and windows on internal doors covered.
- Agreed communication channels that all staff are aware of are in place for any lockdown activation.
- Once in lockdown mode, staff should notify the Lockdown Manager (or someone who is in direct contact with them) of any pupils not accounted for, and any additional young people in their area (over and above those who would normally be there).

- The Lockdown Manager will locate themselves where they have ready access to all the information necessary to manage the situation.
- Staff at all times should reassure pupils and encourage them to remain calm.
- The Lockdown Manager should establish communication with the emergency services as soon as possible. They should also alert the Council emergency planning team.
- As necessary, parents should be notified as soon as practicable by the sites established system for communications with parents.
- Parents should be informed that pupils will not be released to them during the lockdown and that they should not under any circumstances attend site until they are informed the lockdown is over.
- Any areas which cannot be locked down are identified and the procedures should include instructions to ensure staff and pupils/young people know where they should go to, to ensure they are in a safe area.
- Plans should take account of how visitors, volunteers, peripatetic staff and contractors will be managed.
- Special consideration will need to be given to vulnerable pupils/young people or those with additional needs.
- Agreed terminology to declare the lockdown over should be in place to avoid any confusion. Only the lockdown manager should declare the lockdown over. (This may be after advice from the emergency services where they are involved).
- Once the lockdown is over, this should be communicated to all parents and any external agencies that have been notified.
- The Lockdown Manager will communicate with staff on the ongoing situation.
- The lockdown procedures are displayed adjacent to the fire action notices.

The Lockdown Manager should ensure any groups of staff, and pupils who are away from the site on a visit or activity are notified that a lockdown is in place and that they should not return to the school until they have been notified that the lockdown has been removed.

Specific Lockdown Types:

Partial Lockdown

Alert to staff: 'Partial lockdown'

In a partial lockdown, staff and pupils should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching, activities and work can continue as usual. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils/young people in the building. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to buildings. Duty staff to be alerted at break times.
- All staff and pupils to remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.

- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. The Council's Emergency Planning Team must be informed.

A 'partial lockdown' may also be used as a precautionary measure; putting the site in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the site and may be an escalation of a partial lockdown. The aim of a full lockdown is for the site and its rooms to appear empty.

Immediate action

- All pupils and staff stay in their room or move to the nearest room.
- Office staff should remain in their office.
- External doors and room doors to be locked (where a member of staff with key is present).
- Windows to be locked, blinds to be drawn and internal door windows covered (so an intruder cannot see in).
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets/thrown objects can go through glass, brick, wood and metal - consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors must be turned off.
- Mobile phones must be turned off (or at least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils and staff in each room/office.
- Communicate register of pupils and staff to a pre-agreed central office.
- Staff should await further instructions.

Staff and pupils to remain in lockdown until it has been lifted by the Lockdown Manager. If at any point during the lockdown, the fire alarm sounds the procedure for fire alarms sounding during a lockdown is followed.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Communication

The following discreet communication channels should be used:

- Staff who have access to an internal email system, should access their account and await further instruction.

- Communicate instructions with text messages, via 'Teachers2Parents' in an emergency to staff.
- Handheld radios or the internal telephone network. (Be aware of the need not to give away positions in a full lockdown situation. Therefore, these may not be appropriate in such situations).
- Mobile phones should not be relied on as even where the signal is strong in the event of a major incident, the signal could be blocked to normal means.
- Where sites have Wi-Fi, communication apps should as 'WhatsApp' can be used if staff have access to smartphones and a group chat could be established.

If a Fire Alarm sounds during a Lockdown

The following action should be taken:

- The Fire service should be contacted as normal, by the person designated to do this as part of the roles and responsibilities of staff during a lockdown. The Fire Service should be informed that the site is in a lockdown event and what action is being taken.
- The person designated must check the fire alarm panel to establish which zone has been activated. Once the zone has been identified, the alarm should be silenced. This person must also have a means of communication so they can liaise with the Lockdown Manager and staff.
- If staff are located in the zone of the fire, they should be contacted and asked to check the zone for any obvious signs of fire. If there are no staff in this area, then a member of the Senior Leadership Team/Senior Manager or Nominated Site Health and Safety Officer will need to be sent to check the area and report back (they will need a means of communication also).

All staff should know what to look for and the basic precautions to take (such as feeling doors and door handles of closed doors with the back of the hand before opening, only opening slightly and staying behind the door while doing this, smoke, etc.). They should also be aware that the alarm may have been set off deliberately by an intruder and so caution will be required.

If a fire is discovered by those searching the area, this will need to be communicated back to the person at the fire alarm panel, who should re-sound the alarm. The emergency services should be updated and the building evacuated. The Lockdown Manager should indicate where people should evacuate to, and which exits to use if the circumstances of the lockdown event dictate that normal escape route and evacuation points cannot be used.

Practicing Lockdown Drills

As lockdown events are often fast moving events which can develop quickly and change throughout the event, it is important that everyone knows their roles and responsibilities. The lockdown procedure needs to be familiar to everyone. The lockdown procedure will be practiced regularly (as a minimum at least once per year) and be thoroughly debriefed afterwards. The drill is also a chance to ensure the communication systems work properly and to practice different scenarios.

Communication between Parents and the School

Parents should be made aware that the school has a lockdown plan and that it will be regularly tested. The full plan will not be shared with parents, but arrangements for communicating with parents in the event of a lockdown will routinely be shared via newsletter and on the school website.

Parents should be reassured that the site understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. The message needs to be reinforced, however, that the site is in a full lockdown situation and that during this period the switchboard and entrances will be unmanned, external doors locked and nobody will be allowed in or out.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the site understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Do not need to contact the site. Calling the site could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the site. They could interfere with emergency support provider's access to the site and may even put themselves and others in danger.
- Wait for the site to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond normal hours.

Should parents present at the site during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

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 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/Lockdown Manager regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

This Lockdown Procedure is subject to amendments as and when procedures are practiced and revised.