Lockdown Policy

Debden CE Primary Academy

Reviewed by: Sarah Bailey	September 2026
Shared with staff:	September 2065
Shared with Governors:	September 2026
Review date:	September 2027

Introduction

At Debden Primary Academy, the health and safety of everyone in our school community is our foremost priority. Our lockdown procedures serve 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.

On very rare occasions, it may be necessary to seal off 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. A lock down is implemented when there are serious security risks on the premises due to for example:

- 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 dog roaming loose.
- Any disturbance related to Carver Barracks.

Lockdown Plan	
Staff responsibilities	
Headteacher	The Headteacher has responsibility for: • The overall implementation of this plan. • Ensuring that staff understand their role within this plan, and that the plan is regularly rehearsed (at least once per year). In the absence of the Headteacher, these responsibilities are deferred to the Deputy Headteacher.

Office staff	• Sounding the main lockdown alarm (in the main entrance). • Securing the front entrance and the entrance closest to the stationery cupboard. • Closing all windows and blinds in the front office area. • Calling the emergency services (as soon as it is safe to do so). • Communicating the situation with parents (as soon as it is safe to do so) via Parentmail.
Teachers and Support Staff	• Alerting other staff of the need to lockdown via the air horns (in classrooms). • Headcount/ register to ensure all children are accounted for. • Remaining with the children within their classrooms. • Closing all windows and blinds in their classroom area. • Remaining in the classroom area until the all-clear message arrives. • Ensuring that the access points closest to their classrooms are secure- as below -Ducklings (Reception) Staff: Both entrances to Reception Garden. Hall doors to main playground if not during catering hours. -Minnows (Year 1) Staff: Entrance to Reception Garden and KS1 foyer to playground -Frogs (Year 3 and 4) Staff: Entrance to the central courtyard. Corridor doors to the main playground. -Dragonflies (Year 2) Staff: Entrance through the Nurture room to front of school. Entrance to side alleyway. -Newts (Year 4-5) Staff: Both entrances to the Newts Classroom -Kingfishers (Year 6) Staff: Both entrances to the Kingfishers Classroom Catering Staff: Hall doors to the playground (during catering hours).
Signals	
Lockdown signal(s)	The predominant signal to lock down is via the school lockdown alarm, which is situated in the main entrance, next to the main fire alarm box. Air horns are positioned within each classroom. If the person raising the alarm is at a significant distance from the alarm itself, they should sound their air horn – one extended blast of the horn (for around 5 seconds) signals the need to lockdown. Upon hearing the air horn, staff in the other classrooms should also sound their air horns with extended blasts of around 5 seconds. This will create a

	chain of sound leading to the office administrator, who is positioned to trigger the main lockdown alarm. In addition to the above, staff should be informed of the lockdown via writing the message 'lockdown' on the whole staff message group (this should be written by the first person aware of the lockdown who is safely positioned to do so).
All clear signal	The all-clear message will be sent via the staff messaging group. The all-clear signal is the silencing of the lockdown alarm. Staff should await both before coming out of lockdown. The alarm should only be silenced once the Headteacher has confirmed that the threat has ceased.
Evacuation signal	In case of the need to evacuate the school, the fire alarm would sound. All staff should revert to the fire precautions and procedures.
Lockdown	
Assembly points	-All children (and supervising staff) should remain within their classrooms. -Office staff should remain in the front office. -Catering staff should remain in the kitchen. -Other staff (for example those on PPA) should remain in the room in which they are in at the time that the alarm is sounded.
Entrance and exit points	Through adherence to the responsibilities outlined above, all entrance and exit points in the school will be secured. Staff in each section should swiftly endeavour to ensure that all windows and blinds in their area are closed.
Bringing pupils inside	If staff and children are outside at the time of the alarm, the breaktime whistle will be sounded by the member of staff who is alerted first to the need to lockdown. * *Please note- In the event of a lockdown when children and staff are outside, the safest course of action will depend on the nature and location of the threat. Staff must assess the situation and respond accordingly, prioritising the safety of children and adults. This may involve moving to the nearest safe indoor space or securing specific areas of the school, rather than returning to classrooms. Staff should follow the most appropriate course of action based on the circumstances.*
Steps to increase protection from danger	To increase protection from danger during a period of lockdown: • Doors should be locked, and blinds and windows closed. • Position children away from sightlines from external doors and windows, for example under a desk.

	• Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent.
Communication with parents	Parents and carers will be informed as soon as it is practicable via Parentmail. The message will read: *'..the school is in a full lockdown situation. During this period the phones must not be used 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 lock down. 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 the office staff or the 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 the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.
Additional notes	Pupils with additional needs may have individual evacuation and lockdown plans, depending upon the nature of their needs. In the event of the lockdown taking place whilst children are in the hall (e.g. during assembly time, interventions, lunchtimes, or PE/clubs) the most senior member of supervising staff will make the decision whether it is safest to: -Remain in the hall area (locking all doors, drawing blinds and following the lockdown checklist below); OR -Move internally to the children's classroom area (and then following the lockdown checklist below); The nature and location of the threat will of course be factors in reaching this decision.

Lockdown Practices

Staff lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Staff will always have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is not a drill.

Checklist

Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Lockdown Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger: -All doors locked -Children away from sightlines of windows/doors -Blinds and windows closed -Lights and monitors off -Mobile phones silent			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

Review

This policy will be reviewed annually by the Headteacher.