



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

Lockdown Procedure

Approved by	CW
Portfolio	Safeguarding
Approved on	Autumn 26
Review date	Autumn 27
Review Cycle	1 Year
Policy Type	Linked to Statutory Duties
Ratified/FGM Date	

Signed _____ Date _____

Aim

This procedure supports the school's statutory safeguarding and health and safety duties and should be read alongside:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- DfE School and College Security Guidance
- Emergency Planning and Response for Education Settings
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law)
- Health and Safety at Work etc. Act 1974

Full and Partial 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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Procedures

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

- A serious or emergency accident or incident requiring the emergency services at the school;
- A terrorist threat;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

Upon hearing the alert for a lockdown, the procedures for a full lockdown will be implemented (worst case scenario).

As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Working Towards Martyn's Law Compliance

The Federation recognises the requirements of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and is committed to developing proportionate protective security and preparedness arrangements.

The school will:

- Maintain lockdown, invacuating and evacuation procedures.
- Review site security arrangements annually.
- Provide appropriate staff awareness training.

- Undertake regular drills and exercises.
- Maintain communication plans with emergency services and parents.
- Review procedures following incidents and exercises.

Invacuation

Invacuation is the controlled movement of pupils, staff and visitors from outdoor areas into a secure building due to an external threat or hazard.

Examples:

- Dangerous person nearby
- Police incident nearby
- Severe weather
- Gas release
- Suspicious activity

Full Lockdown Plan

The SLT core: Headteacher, Deputy Headteacher, School Lead, Finance Manager, School Business Manager Site Supervisor will gather in the Heads Office to take initial control.

- Information will be assessed, and decision made regarding the initiation of a lockdown or taking other action.
- If the lockdown is initiated, then a member of the Senior Leadership Team will ensure that a 999 call is made to request emergency services.
- The controller will be as listed as per the Key Staff and Responsibilities table included within this policy and will be in order of available seniority.
- The school's computer system will be used to transmit the message via Arbor.
- A member of SLT must phone the preschool and say 'LOCKDOWN'. Upon hearing this, the preschool staff member ensure that all staff are aware and will then initiate the lockdown procedures.
- At Shalfleet a member of SLT must phone over to the Year 5/6 modular and say 'LOCKDOWN'. At this point, the staff in the modular buildings will initiate the lockdown procedure.
- If necessary, the message 'Lockdown' will be taken or sent by members of staff to the site team to all areas of the school.
- Alongside the above, the emergency alert button will be activated on the Arbor system to alert the school.
- A staff member from the main office area will lock the front door.
- Staff and students should return to their classrooms via corridors where possible.
- The message is 'LOCKDOWN' with no further explanation at that time to make the process as quick as possible.
- Responsible adults in each class should ensure that the external classroom doors and windows are locked.
- A member of SLT will ensure that other external doors (not in classrooms) are locked.
- Responsible adults in class should take a head count or register to ensure that all students are accounted for and inform SLT and send a message to SLT.
- If students are on the playing field/forest school area at the time of a lockdown notification, students and staff should walk quickly and sensibly to the nearest school building.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the pre-identified emergency evacuation site for safety if possible.

- Otherwise, everyone should remain inside until an all clear has been given or we have been told to evacuate by emergency services.
- Students remain in their classrooms.
- Students outside return to classroom
- Office staff to go to HT's room
- Staff in the staff room stay there
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students.

If students are evacuated to the pre-identified emergency evacuation site, a message should be sent to parents informing them of a time slot to collect their child from the evacuation area.

Entrance points should be secured e.g. doors and windows

A lockdown may be initiated by any member of staff if the situation requires it.

Further action depending upon the nature of concern:

- Block access points to the school and classrooms with furniture to provide obstruction.
- Close all windows and blinds.
- Switch off lights where possible.
- Sit on the floor, under tables if practical.
- Hide below window view height.
- Staff should encourage the students to keep calm.
- It is of vital importance that the school's lockdown procedures are familiar to all members of staff.

Communication:

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.
- Message to be sent to parent/carers via the Arbor app.

Partial Lockdown

'Partial lockdown'. 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 students in the school. 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, students and staff return to building.
- All staff and students remain in building and external doors and windows locked and blinds drawn.

Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff. All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies.

This can then be communicated to staff and students.

'Partial lockdown' is a precautionary measure but puts the school 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.

If it is necessary to evacuate the building, the message will be passed by screen notification and verbally. The fire alarm will NOT be sounded and a verbal message to evacuate shared. At this point the decision will be made to evacuate to the normal evacuation points, field or offsite to the pre-identified evacuation sites.

Terrorist Threat

In the event of a terrorist threat received, the following actions should be followed:

1. Activate the Lockdown or Evacuation Procedures

- a. Lockdown: If the threat is nearby on on-site, initiate lockdown. Secure doors and windows, move pupils away from sightlines (where possible) and maintain silence.
- b. Evacuation: If the threat is external but evacuation is safer (e.g. suspicious package), follow the evacuation routes.

2. Alert Emergency Services

- a. A member of the SLT will call 999 immediately and provide clear details.
- b. Follow police instructions precisely

3. Communicate Internally

- a. The lockdown alert procedure will be followed
- b. Take registers to ensure everyone is accounted for
- c. Keep children calm and reassured.

Terrorist or Marauding Attack

Where advised by emergency services and circumstances permit, staff should follow the nationally recognised:

- RUN
Escape if safe to do so.
- HIDE
If escape is not possible, secure and conceal.
- TELL
Call 999 when safe.

Communication with Parent/Carers

Parents will be notified as soon as it is practicable to do so via Arbor email/app.

Students will not be released to parents during a lockdown.

In order for parents to be aware of our procedures, a copy of this policy will be available for parents via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as it is practicable. Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare and it doing everything possible to ensure their child's safety.
- Do not contact the school. Calling the school will restrict telephone lines which are essential for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for students to be released and the details regarding collection.

Emergency Services

It is important to keep lines of communication open with outside agencies and the 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.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents;

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. A lockdown exercise will be undertaken at least annually, with consideration given to more frequent table top or live exercises following significant site changes or emerging threats

Contractors and Visitors

All visitors, contractors, volunteers and external agencies on site at the time of a lockdown must follow staff instructions and be included within locking down, invacuation or evacuation arrangements.

SEND and Medical Needs Provision

Reasonable adjustments will be made for pupils, staff and visitors with disabilities, medical conditions or additional needs. Personal Emergency Evacuation Plans (PEEPs) will be considered where necessary.

Grab Bag/Emergency Resources

Each school office holds an emergency grab bag which contains:

- First Aid Supplies
- Emergency Contacts
- Mobile Phone (with access to the school registers and contacts, SEND and medical information)

Lockdown Roles and Responsibilities

The Headteacher or nominated deputy will take initial command of the situation and arrange

for information to be collated and distributed.

The Headteacher, Deputy Headteacher and SLT will attend the best selected location. SLT will take operational control, using CCTV and communicate by text messaging.

Staff are to carry out duties assigned by the policy and SLT.

Site Team will assist with observations through the CCTV system and advise the controller of observations.

SLT and Site Team will provide mobile responders to areas directed by the controller.

During any incident the Incident Controller will undertake a dynamic risk assessment based upon information received from emergency services, local authority representatives and other authorised agencies.

Key Staff and Deputies

Role	Primary Staff	Deputy
Controller	Headteacher	Deputy Headteacher
Site Team Office	School Business Manager	Caretaker Finance Manager
IT – notification of Lockdown, communication with staff and parents	School Lead	School Business Manager
Attendance	Inclusion Officer	Deputy Headteacher

Appendix 1 – Staff Lockdown Procedure Notes

Phase 1: Staff are alerted

A message will appear on all computer screens to alert staff that a school lockdown has been initiated. A verbal message of 'LOCKDOWN' will be given with no further explanation for speed.

Phase 2: Secure students in classrooms

If the lockdown alert occurs during a lesson or registration time:

- Inform the class in a calm manner that a lockdown procedure has begun.
- Secure the classroom door by locking it or using a door wedge.
- Close windows and blinds (if fitted).
- Turn off lights (if possible).
- Turn off the interactive board.
- Constantly and repeatedly reassure students.
- Instruct the class to sit down on the floor and, where possible, move under tables.
- Where it is not possible for students to move under tables, ask students to sit on the floor away from entry points to the classroom door.
- Do not allow students to use their mobile phones.
- Complete a register of the students with you – notify the Attendance Officer of any students you know to be out of your classroom.
- Await further information or instructions – screen messages will be updated regularly.

- Position yourself so that you can see your screen.

If the lockdown alert occurs during a lesson when you are outside with your students (i.e. a PE lesson or an outdoor lesson):

- If you are with your class on the field, escort children back to the school.
- If you are with your class by the Forest School Area (Freshwater & Yarmouth) then escort the children to the preschool (Freshwater Early Years).
- If you are teaching anywhere else outside then escort the students to the nearest school building.

If the lockdown occurs during assembly:

- Stay in assembly and follow the behaviour protocol.
- Ensure all blinds are down and lights are off. Close and lock doors and windows.

If the lockdown occurs during break time:

- Make yourself visible to students in the corridors/building access points.
- Calmly direct students into the nearest available classroom and take responsibility for securing those students in the classroom.
- Aim to ensure that the classroom space is utilised well be a class full of students.
- If you are on duty outside, direct the students to the nearest entrance to a school building.

If you are a non-teaching member of staff:

- Find the nearest available room to secure yourself in and support the young people in your vicinity.

Phase 3: The 'all clear'

- The 'all clear' will be signalled verbally by a member of the Leadership Team or Site Team and on all computer screens.
- This is the only way in which the 'all clear' will be confirmed.
- Under no circumstances should you respond to the continuous ringing of the fire bell once the lockdown alert has occurred.
- Please be aware that it will, in all likelihood, take a while for the 'all clear' to be signalled as a whole school site needs to be checked for any potential threat. Please continue to reassure students.
- Once you have received the 'all clear' then you can resume your lesson/dismiss the students with you.
- Following any lockdown, invacuation, evacuation or exercise, the school will undertake a review to identify lessons learned and amend procedures where necessary.

General Guidance:

- Be a calm and reassuring presence to all students under your care.
- Ensure that students listen and follow your instructions.
- Insist upon the students being quiet.
- Insist on students remaining where you have asked them during this period.
- Take every precaution to keep yourself and the students with you safe.

Appendix 2 – Communication with Parents Template

Subject: Important Notification: School Lockdown Protocol Activated

Dear Parents/Carers

We are informing you of a significant development at Shalfleet/Freshwater & Yarmouth Primary School. As part of our commitment to maintaining the safety and security of our students and staff, we have initiated our lockdown protocol.

Our primary concern is always the well-being of our students and staff, and this measure is being enforced as a precautionary measure in response to *(brief explanation of the reason, such as a potential security threat or safety concern within the vicinity of the school)*.

During the lockdown, all students and staff have been instructed to remain inside their classrooms or designated safe areas until further notice. Doors will be locked, lights turned off, and all activities suspended. This is to ensure that everyone remains safe and accounted for until the situation is resolved. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

We want to assure you that the emergency services have been notified and are actively involved in managing the situation. Our staff have been trained to handle these types of scenarios, and they are working diligently to ensure the safety of everyone on site.

We understand that this news may be concerning, but please know that our top priority is the safety and security of your children. We will continue to provide updates as more information becomes available and will communicate any changes to the situation.

In the meantime, we kindly ask for your cooperation and understanding. It's essential to remain calm and refrain from coming to the school, as this could interfere with the ongoing efforts to resolve the situation.

Thank you for your cooperation and understanding.

Yours sincerely,

Mrs E Grainger
Headteacher