



Churchfields Infants' School

Lockdown Procedure Policy
November 2025

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Next Review Date: November 2026

Signed by Chair of Governors _____

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1. Rationale

The health, safety and welfare of all children and staff at Churchfields Infants' School is the priority of the School at all times. This Policy is to ensure that all pupils, staff and stakeholders in Churchfields Infants' School are full aware of how to keep themselves safe and the individual and collective actions that need to be taken in the event of the following occurring:

- 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's 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.

This Policy applies to all employees, contractors, volunteers, parents/carers/pupils and people visiting the school site. It covers the procedures staff should take if and when the School is required to go into lockdown.

2. Aims

- To provide a safe and secure environment for our pupils, staff and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation, as described in Section 1.

3. Implementation

3.1. All staff and visitors

It is of vital importance that the School's lockdown procedures are familiar to members of the senior leadership team, teachers, support staff and visitors to the School. To achieve this, a lockdown practice will be undertaken once a year. The impact of the implementation of this practice will be kept to a

minimum disruption for the pupils. It will be carried out in a calm and 'matter of fact' way with a minimum of impact to the school day. Pupils will be reassured if they require any further explanations. Temporary visitors will be told of actions that need to be taken if the need arises when they are on site.

3.2. Parents and Carers

If requested, parents can access a copy of this policy from the school office. The following should be noted:

- Parents will be notified of the procedure when it is appropriate and as soon as possible. Guidance will be taken from emergency services if necessary.
- They will not be allowed to access the school site or collect their children during the procedure.
- Parents will be asked not to ring the school as this may tie up phone lines that must remain open.
- Updated information will be posted on the school website, as soon as is practically possible.
- Parents will be reassured that the School understands their concern for their child's welfare and is doing everything possible to ensure their safety.
- They should wait for the School to contact them when it is safe to collect their children, and where this will be from.
- Parents will be made aware of what will happen if the lockdown continues beyond school hours.

4. Lockdown Procedures

The following procedure should be followed when there is a threat to the safety of the school community:

- Members of the Senior Leadership Team will take the lead when a lockdown procedure is instigated.
- All Staff will be alerted by the sound of the alarm. It will sound two times, pause and sound again until switched off.
- The phones will also ring and a message will appear on the handset. **Mrs Anderson says “It is time to sit on the carpet”.**
- All children outside should be returned to the building immediately.
- Exterior doors should be locked immediately by staff in the classrooms.
- Interior doors can be locked by staff in the classrooms.
- Year 1 corridor, Hive, Year 2 Toilet and Hall doors will be locked by a member of SLT.
- Nursery staff should lock the front door and all other external doors of the Nursery building.
- Gates will be locked immediately.
- All staff and pupils must remain inside.
- External windows and blinds should be closed immediately.
- The register will be taken in each class to ensure that all pupils are in attendance. Any unaccounted children will be reported by the class teacher to the office immediately.
- Children will sit together on the carpet in their class group, as in a teaching session, and will be read to quietly by the class teacher.
- Senior staff will conduct an ongoing risk assessment based on advice from emergency services and/or the local authority.
- If the fire alarm sounds then all pupils, staff etc. should evacuate as per the fire evacuation procedures.
- No staff, pupils, contractors or visitors are to leave the site unless cleared first with the SLT.
- The lockdown procedure will continue to be in place until staff are notified otherwise. The Head teacher and, in their absence, the Deputy Head teacher will inform the staff when the situation is safe again and the lock down procedure can be reversed.
- When it is over, the phones will also ring and a message will appear on the handset. **Mrs Anderson says “Thank you for sitting so nicely”.**
- A log of actions will be kept after the event.
- The Head teacher will review the process and a log of actions will be taken.

- The Head teacher will inform the Chair of Governors as soon as possible and give a summary version of events to the Governing Board at the next opportunity or as soon as appropriately after the event.