



# King's Cliffe Endowed Primary School Lockdown Policy

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Chair of Governors Signature:

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## Contents

1. Introduction.....	2
2. General requirements.....	3
3. Lockdown arrangements .....	3-4
4. Examples of discreet communication channel.....	5
5. Lockdown situations when away from school .....	5
6. School lockdown plan .....	5-6
7. Emergency services .....	6
8. Useful contact numbers .....	6
Appendix A: letter to parents and carers.....	7

# 1. Introduction

The Department for Education (DfE) has a list of the policies and documents that schools are legally required to hold. **A lockdown procedure or policy is not included in the list.**

North Northamptonshire Council (NNC) recommends that all schools consider developing a lockdown procedure as part of general emergency plans and KCEPS have adopted the NNC recommendations.

Lockdown procedures should be seen as a practical and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils/students, visitors and contractors in the school. Some schools prefer the term 'sheltering in place' and this may be a more suitable terms to use with pupils/students.

Procedures should aim to minimise the disruption to the learning environment whilst ensuring the safety of all pupils/students and staff.

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

- a dangerous dog roaming loose
- a major fire near to the school
- an incident or civil disturbance in the local community which poses a risk to the school
- domestic incidents, where estranged parties are attempting to abduct children
- instances where any person on the premises becomes a threat to the well-being of others
- an intruder on the site with the potential to pose a risk to the school
- local risk of air pollution, such as a smoke plume or gas cloud

Martyn's Law, the [Terrorism \(Protection of Premises\) Act 2025](#), applies to schools and other education settings, requiring them to take sensible, proportionate steps to improve security and preparedness for potential terrorist attacks. All education settings will be subject to the "Standard Tier" requirements, which focus on risk assessment, creating evacuation and lockdown plans, staff training, and effective communication, rather than physical security upgrades.

The nominated person in charge is the Headteacher. The Headteacher will notify [Security Industry Authority](#) (SIA) which is responsible for the school premises

Lockdown procedures are tested annually and communicated to parents/carers in writing, including parent/carers part in the lockdown plans.

## 1.1 Basic principles to lockdown

There are basic principles to lockdown including:

- pre-arranged audible signals which will alert all staff to the activation of the relevant lockdown plan
- where pupils are outside at the time of activation, procedures for quickly bringing them into the school buildings
- locking all external doors and windows as necessary
- systems for staff to notify the office of any pupils not accounted for

Adopted from NNC – Health, Safety and Wellbeing Guidance 2024

- contingency plans, should activation occur while parents/carers are on the premises

## 2. General requirements

### 2.1 Type and form of signal

The school has a separate lockdown alarm system. There is a clear difference in the ring tones of the lockdown and fire alarm systems, which is clear to staff.

### 2.2 Roles and responsibilities

The lockdown procedure clearly show everyone what their respective roles in an emergency situation are. This is written into the procedure.

**NNC should be notified via the Duty Officer by contacting the 24 hour on call number 07885292851.**

### 2.3 Communication with parents/carers

Arrangements for communicating with parents and carers during a school lockdown will be shared with them (we will not share actual lockdown plans). This will include assurance that in the event of a lockdown, parents and carers will be notified as soon as is practicable via Parentmail.

This communication will be published on the school website and results of routine practices communicated to parents, by text, on the school website or by newsletter, or could be in the form of a letter. The information given will be sufficient so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety
- understand why they should not contact the school (as this could tie up telephone lines that are needed for contacting emergency service providers)
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger
- wait for the school to contact them about when and from where to collect their children

We appreciate parents' and carers' concern for their children is understandable; therefore, messages sent will be as clear and unambiguous as possible. For example, 'when the school is in a full lockdown situation, the phones, office and entrances will not be staffed, external doors locked and nobody will be allowed in or out.'

## 3. Lockdown arrangements

School has considered two types of lockdown, which we will call 'partial' and 'full'.

### 3.1 Partial lockdown

#### 3.1.1 Where the threat is outside of the school perimeter/main building

A 'partial lockdown' may also be activated as a precautionary measure but retains a degree of normality whilst putting the school in a state of readiness should the situation escalate.

#### **Alert to staff: 'Partial lockdown'**

Immediate action:

Adopted from NNC – Health, Safety and Wellbeing Guidance 2024

- Exterior perimeter doors and gates **are to be locked**.
- All outside activity to cease immediately, pupils and staff return to building.
- Once everyone is inside the building(s), building doors to be locked.
- All staff and pupils **must** remain inside.
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services and communicate to staff, who can inform pupils if they are old enough to understand.
- Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils and students in the room, communicating this to the office via email.
- Free movement (supervised by staff) within the building may be permitted, depending on the circumstances of the alert.
- Staff should encourage pupils to keep calm.
- If the fire bell sounds, the usual school procedure should be followed. If a fire is discovered, the emergency services will be contacted and the school evacuated.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents and ventilation systems should be closed or turned off and gaps sealed as best as possible.
- **Do not** leave the building until the '**all clear**' is given by a member of the senior management team.

## 3.2 Full lockdown

### 3.2.1 When the threat or intruder is inside the school building/perimeter

Or where there is an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

#### **Alert to staff: 'Full Lockdown'**

Immediate action:

- Exterior doors and gates **are not** to be locked.
- Classes that are **outside** of the **main** buildings/enclosed play areas **should not** re-enter the building-staff should escort children to an alternative (pre-arranged) safe haven.
- Internal pupils **must** return to classrooms.
- Office staff to remain in their office.
- Classroom doors are locked.
- Windows to be closed, blinds drawn, pupils are to sit quietly out of sight, for example:
  - under desks
  - around a corner
  - away from windows or wooden/metal cladding
- Turn off lights, smartboard and computer screens.
- Staff should encourage pupils to keep calm (this will be easier if practice drills have been held) and not use mobile phones to alert parents/carers/social media.
- Staff mobiles to be set to silent with no vibrate.
- A register should be taken in each classroom and office, with missing persons listed separately.
- Where possible, registers should be communicated via email to the school administrator and any missing pupils to be located and secured in the classroom.
- Internal bells including the fire alarm bell will be **disabled**.
- **Ignore** any fire alarm activation, as the school will not be evacuated using this method.

- **Do not** leave the building until you have been given the all clear by a member of the senior management team.
- During 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.

#### 4. Examples of discreet communication channel

- Using internal email systems on laptops, smartphones or tablets.
- Use of a pre-arranged WhatsApp messaging service for emergency use to message the Headteacher
- Use Teacher Teams call for text message instructions (this should only be used if email is not available).

#### 5. Lockdown situations when away from school

School has also considered lockdown situations which may arise when a group is away from school, such as a short visit, day trip or longer visits involving overnight stays.

Emergency situations, including those outside the control of supervising staff, should form part of the risk assessment for such visits prior to such visits, with pupils given guidance prior to the trip.

This should be reinforced during the trip as required. It is almost impossible to predict such circumstances, but as a minimum it is prudent to always specify an emergency meeting point if the party gets separated and remind them to follow instructions from the emergency services.

#### 6. School lockdown plan

Please see separate Lockdown Procedures document.

##### 6.1 Lockdown manager

The lockdown manager is the Headteacher. In her absence the lockdown deputy is the School Business Manager.

##### 6.2 Classroom based staff, office staff and all other staff

Each staff group should follow the lockdown policy and procedures.

##### 6.3 Simple rules to follow

###### 6.3.1 Close procedure

School will teach the pupils the **close** procedure:

- close all windows and doors
- lock up
- out of sight and minimise movement
- stay silent and avoid drawing any attention
- be patient - you may be in lockdown for some time

###### 6.3.2 Overview sheet

An overview sheet outlining the school's lockdown procedures will be displayed in the staffroom and other places throughout the school as appropriate.

Adopted from NNC – Health, Safety and Wellbeing Guidance 2024

### 6.3.3 Initial tabletop exercises

Conduct a number of tabletop exercises with the senior leadership team to test the procedures against various scenarios.

### 6.3.4 Drills

Rehearse lockdown arrangements with all staff and pupils, minimum once a year.

### 6.3.5 Drill information

Display lockdown drill information in every classroom alongside the information relating to fire drill. Send letter to parents and carers ([Appendix A](#)).

## 7. Emergency services

It is important to keep lines of communication open with the emergency services as they are best placed to offer advice as the situation unfolds. The school site 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 Headteacher with regarding the timing of the communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and the voluntary sector organisations will work together on coordinated, practical and emotional support to those affected by any emergency. This is also referred to as humanitarian assistance.

A reception centre for friends and family may be set up outside the cordoned off area if deemed necessary.

## 8. Useful contact numbers

Please contact:

- Assistant Director for Education - Fran Cox [fran.cox@northnorthants.gov.uk](mailto:fran.cox@northnorthants.gov.uk) and [lseadmin.ncc@northnorthants.gov.uk](mailto:lseadmin.ncc@northnorthants.gov.uk) to
- Health and Safety Adviser - [healthsafetywellbeing@northnorthants.gov.uk](mailto:healthsafetywellbeing@northnorthants.gov.uk)
- First responder on Duty - 07885292851.
- Police
- Ambulance
- Fire Service
- Chair of Governors – [chair@kceps.co.uk](mailto:chair@kceps.co.uk)

## Appendix A: letter to parents and carers

Date:

Dear Parent(s) / Carer(s)

The safety and welfare of our pupils and staff are our highest priority at King's Cliffe Endowed Primary School. We practice safety drills throughout the year to help our pupils know what to do in an emergency. The aims of the training drills are to improve our ability to protect pupils, save lives, and reduce injuries. These practice drills allow us to evaluate our emergency operation plans and improve our response skills.

We will be conducting 'lockdown drills' over the course of the academic year which we wanted to make you aware of. These drills are designed to ensure that pupils are aware of our safety procedures and to reduce the level of anxiety that could come from a real-life situation should it ever occur.

A lockdown would be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils/students from an identified threat, such as;

- Aggressive or violent intruder
- Siege/hostage incident
- Local emergency (Gas cloud/Air Pollution)
- Dangerous animal

The purpose of this drill is to keep the pupils safe from any danger outside or inside the building. During a "lockdown drill" all the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorise such a release.

In the event of a real threat to King's Cliffe Endowed Primary School, we would initiate lockdown in accordance with the police. Parents will be contacted at a suitable time to be informed of the event. It is vital that parent(s)/carer(s) do not:

- ❖ Contact the school via telephone to keep our phone lines clear
- ❖ Try to contact your child/children directly by mobile phone
- ❖ Come to school in person, unless told it is safe to do so by ourselves

We appreciate that this would be extremely difficult but if the above points are not followed this could jeopardise the safety of pupils and staff in school.

To protect your child, pupils will only be released to parents and/or other adults listed on the emergency information sheet in the case of an actual emergency. Please be sure that emergency contacts are current and accurate. It is a good idea to have several trusted adults listed with the school.

We must stress that this type of event is extremely unlikely; however, it is important that pupils and staff practice the drill at least once a year.

Thank you for your continued support and if you have any questions regarding the above information then please do not hesitate to contact your child's teacher directly.