



# **Lockdown Procedures**

**Reviewed: July 2025**

**To be reviewed: July 2026**

## Lockdown Procedures

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 and children in the nursery and school. Procedures should aim to minimize disruption to the learning environment whilst ensuring the safety of all children and staff.

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

- 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 children)
- 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.

Please note communication will take place as follows:

- ☐ Little Learner's Nursery Group – internal telephone in each classroom
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The lockdown plan is as follows:

Signals	
Signal for lockdown	Signal is different from the normal evacuation fire drill signal
Signal for all clear	Verbally from designated person classroom telephones

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (eg doors, windows, which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	As identified at each school Mobile phones

Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site
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Ref	Initial Response – Lockdown	Tick/Sign/Time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Key workers responsible for key children. Pupils to seek cover under benches/tables	
L2	Lock/secure entrance points (eg doors, windows) to prevent the intruder entering the building Senior Staff/Site Officer	
L3	Dial 999. Dial once for each emergency service that you require	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points (eg move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Draw curtains/blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul>	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. Senior Staff/Site Officer	
L6	If possible, check for missing/injured pupils, staff and visitors Notify Senior Staff	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

- Staff will be alerted to the activation of the plan through the classroom telephone and a recognised signal, audible throughout the school.

- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.

NB:

*If children remain outside at Little Learner's Nursery group they will hide in the Story Garden.*

*If the children remain outside Little Learners Nursery Group they will hide by the Adventure Trail*

- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows, are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via two-way radio and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Waltham Forest Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via two way radios, classroom telephone or designated staff

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least twice a year. Depending on their age, pupils should also be aware of the plan (regular practices will increase their familiarity).

### **Partial Lockdown**

#### **Alert Message to Staff: '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 pupils 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 ceases immediately, pupils and staff return to the building.

- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. '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. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Lockdown**

#### **Alert Message to Staff: 'Full Lockdown'**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

#### **Immediate action:**

- All children return to base room
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/headcount. The office will contact each class in turn for an attendance report via two-way radio
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services.
- At any point during the lockdown, the fire alarm may sound and a verbal message via two-way radio, which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via two-way radios, but will not make unnecessary calls to the central office as this could delay more important communication.

### **Communication between parents and the Nursery**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as 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 that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They 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 you to come get their children, and where this will be from.

Parents will be told

**' ... the school and nursery is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out ...'**

### **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 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/Executive Leader with regarding the timing of communication to parents.