



Lockdown Policy

This policy is relevant to the whole school including the EYFS

Intent

The purpose of this policy is to ensure that pupils and staff are safe in situations where there is a hazard on the School grounds or outside the School that require pupils and staff to be evacuated within buildings for their own safety.

Scope

This policy applies to all employees, volunteers, parents & carers as well as pupils and any visitors to the School site. It covers the procedures and personnel responsibilities when the School is required to go into lockdown. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a trespasser on site, chemical spill or extreme weather event, which makes it dangerous for pupils, staff and visitors to move freely.

Guidelines

Lockdown 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, pupils, parents or visitors.

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

Upon hearing the alert for a lockdown the procedures for a *full* lockdown will always be implemented (worst case scenario). As soon as possible, staff will be informed if this can be de-escalated to a partial lockdown, (segregation of one part of the building), where a full lockdown is not required.

Copies of this policy will be disseminated via staff handbooks and via notices in the school offices and other appropriate areas around the school.

The SBDM, in conjunction with the Headteacher, will schedule at least one practice lock-down drill per year and will be responsible for ensuring all staff members are clear about the procedure before the practice drill takes place. Staff will educate pupils in the lockdown procedure as required.

Lockdown Procedures

In the event of an emergency, the SBDM / Headteacher or in their absence, the Senior Teacher, will make the decision when deemed necessary, as to whether the site needs to be locked-down.



The School's lockdown signals are as follows:

- Lockdown: Alarm system used - 3 rings.
- Partial Lockdown: Conveyed via internal communications.
- All-clear: Conveyed via internal communications.

A. Full Lockdown

1. In the event of a lock-down, the lockdown alarm will be activated under advice / direction from the SBDM, Headteacher or Estates Manager as applicable to the event.
2. It is mandatory that all pupils and adults remain in the building / classroom / office they are in at the time – but see also table in paragraph 4. Pupils must be closely accompanied by staff at all times.
3. Staff members who are not teaching at the start of lock-down should go to the nearest safe area
4. Staff should check common areas for pupils and direct them to the nearest classroom, this also applies to visitors not matching any intruder description.
5. Reception staff should move to the Headteachers' Office which will act as the Communications Office, taking only essential equipment for incident response.
6. Office staff should move to the closest safe area,
7. Where children are not in their classrooms, they must be directed by staff as follows:

Area/Time	Refuge
Break Time - outdoors	Closest safe area / classroom as directed by staff
Dining Room / Library / Yards	Nearest Classroom or Sports hall as directed by staff
Sport Field/ Forest School	Nearest safe space - out of sight as directed by staff

8. Catering staff should make their way to the nearest safe area from the kitchen immediately.
9. Windows and blinds, fire exit doors should be closed in the classroom / office and the room door locked, wherever possible. Where the door is not lockable, staff will place furniture against the door to hinder access.
10. Pupils and staff should be positioned seated against the door wall in the most non-visible corner.



11. Pupils are not allowed to use any electronic devices.
12. Pupils and adults are to remain quiet at all times.
13. Where practicable, staff should contact the SBDM / Head by WhatsApp to confirm which pupils and staff are present, stating which area of the school they are in.
14. Pupils and adults should remain in this position until "all clear" is announced by a member of the Management Team.

B. 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. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

'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 and need to revert to a full lockdown.

De-escalation to 'Partial Lockdown' will be determined by the SBDM or Headteacher and conveyed over the site using internal communications such as the shortwave radios, whatsapp and email.

Immediate action:

- All staff and pupils remain in the building and external doors and windows closed and blinds / curtains closed.
- Movement may be permitted within the school buildings dependent upon circumstances which will be conveyed by the SBDM or Headteacher but this must be supervised by a member of staff
- All situations are different, once all staff and pupils are safely inside, members of the management team 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 pupils.
- During partial lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur.

Communication between parents and the school:

- The School's lockdown procedures will be published on the website and routine practices communicated with parents via email.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as it is safe to do so.



- Parents will be given enough information about what will happen/is happening or has happened 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 safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupils safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, or parents as required;
- Parents are asked not to come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary). Parents need to be aware that their child's day may be extended beyond any normal collection times should an incident occur.
- Parents will be informed when the all-clear has been given.

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 that has triggered the Lockdown;
- Emergency Services will support the decision of the SBDM 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. To achieve this, a lockdown drill should be undertaken Annually.

Depending on their age pupils should also be aware of the plan. Annual drills similar to Fire Evacuation Practices will increase their familiarity.

Evacuation

Decide:

Evacuate only if:

- The threat location/direction is known or identifiable



- A safe route away from the threat exists
- Movement reduces exposure to danger

If the threat is nearby or unclear, initiate lockdown instead.

Any member of staff may initiate evacuation if delay would increase danger.

Initiate Evacuation

- Give a clear instruction: “Evacuate now.”
- Trigger the agreed emergency alert if safe to do so.
- Do not delay waiting for confirmation if immediate action is required.

Move away from the Threat

- Use the nearest safe exit that leads away from danger.
- Do not move toward the incident or noise.
- Do not assemble at standard fire assembly points unless confirmed safe.
- Leave bags and belongings.

Supervise and Control

- Keep pupils together at all times.
- Move quickly but calmly.
- Provide clear, simple instructions.
- Direct any visitors or contractors to leave with you if safe.

Proceed Off-Site

- Move beyond the school boundary.
- Continue moving until safely away from the immediate area.



- Proceed to the designated safer location:

Primary Safer Location: Hady Lane

Secondary Safer Location: Golf Course

If neither is safe, continue moving away from the threat and seek a safer area.

Contact Emergency Services

When safe:

- Call 999.
- State: "Suspected/confirmed [Named Incident] at St Peter and St Paul School, Hady Hill, Chesterfield."
- Provide:
 - Your current location
 - What you have seen or heard
 - Any known injuries
 - Description of threat if known

Only provide factual information.

Account for All Persons

At the safer location:

- Conduct an immediate headcount or register.
- Identify anyone missing.
- Report missing persons and injuries to SLT or police.
- Keep groups together and supervised.

Await Police Instruction

- Follow all police instructions immediately.



- Keep hands visible if approached by armed officers.
- Do not re-enter the school site.

Only the police can declare the site safe.

Post-Incident

Once safe:

- Await communication from school leadership.
- Do not share information via social media.
- Support pupils calmly and appropriately.

Policy last reviewed	March 2026
Next Review	March 2027
Review initiated by	DPA - SBDM