



Sledmere and Wetwang Federation

PRIMARY SCHOOL CRITICAL INCIDENT – LOCKDOWN PROCEDURE – July 2025

Adopted by Sledmere and Wetwang Federation Policy Review Group

Signed: Andrew McCormack Position: Chair of Governors

To be reviewed by Governors – July 2026

As part of our safeguarding and Health & Safety arrangements in school all staff and children need to be aware that in certain rare circumstances, we may need to follow a 'lock down' procedure to ensure that all children, staff and visitors are safe and secure.

This procedure will be implemented where there may be a serious or potentially serious risk to the school community such as:

Serious weather conditions

A dangerous dog on site

An intruder on site who may pose a risk

A major fire or chemical spillage in the vicinity

In addition to our normal site security arrangements in such circumstances it may be necessary to implement a PARTIAL or FULL LOCKDOWN.

The need to initiate such procedures chances of such incidents will be minimised by the consistent implementation and operation of our day-to-day site security procedures by **all staff**.

PROCEDURES

The Headteacher or in his absence Mrs Headley will take responsibility for managing the situation and communicating to staff and other external services or delegating this responsibility depending on the circumstances.

In the event of a lockdown staff will be kept informed by the office staff.

Effective communication of information and instructions to staff is key to the operation of this procedure

It is impossible to predict circumstances that might require such action, the time of day or the time of year. The age of the children will affect where the children are and how they are dispersed. Therefore, detailed procedures cannot be laid down and staff need to understand that they may need to make a professional judgement in certain circumstances that is dictated by the need to protect the children in their care and themselves as effectively as possible. In doing so they may need to depart from the following general procedures but must be able to justify such actions.

INITIAL NOTIFICATION

Staff will be notified of PARTIAL Lockdown by a verbal communication of, '**Partial Lockdown.**' This is likely to be initiated by the Head or senior staff but other staff may initiate the alert if senior staff cannot be consulted.

PARTIAL LOCKDOWN immediate action

Staff remain calm and will remind children to, remain calm, be quiet and follow instructions

All pupils and staff must remain in the building

All outside activities must cease and staff must supervise calm return to the nearest safe entrance.

All external doors are made secure but ensuring that if evacuation is required that all emergency exits are operational

No one is allowed to leave the building

Staff will be responsible for ensuring children with specific SEND are supported in such situations

Class registers and staff list are checked and office updated and missing children or staff reported.

Free movement is allowed within the building and as far as possible normal activities continue

Once all pupils, staff and visitors are safe the senior staff will conduct an ongoing risk Assessment and inform supervising staff of the next steps by direct contact.

Staff await further instructions.

If required **Emergency Services and the LA Critical Incident (01482-392999) number will be contacted.**

FULL LOCKDOWN immediate action

Staff will be notified of FULL Lockdown by a verbal communication of, '**Full Lockdown.**' This signifies an immediate threat and could be an escalation of a partial lockdown or a new danger. **The following measures must be taken unless the developing situation requires staff decisions to take alternative actions in the interests of the immediate safety of children and staff.**

In brief we will follow the CLOSE procedure

Close all windows & doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be there for some time

In detail

All pupils and staff must remain in the building

Admin staff remain, if possible, in the Office area

All outside activities must cease and staff must supervise calm return to the nearest safe entrance.

All external doors are made secure but ensuring that if evacuation is required that all emergency exits are operational

Staff will be responsible for ensuring children with specific SEND are supported in such situations

No one is allowed to leave the building

Windows secured and blinds drawn

Classroom doors where possible closed and if needed barricaded

Class registers and staff list are checked, if possible, office updated and missing children or staff reported.

Pupils sit quietly out of sight as much as possible

Lights, white boards and class computers / tablets turned off

If possible, staff keep lap top, tablet, PC open to receive internal communications.

Emergency Services and the LA Critical Incident (01482-392999) number contacted.

Staff await further instructions

Staff and children remain in lockdown until it has been lifted by the agreed signal.

Suspending of Lock Down

If a decision has been made to suspend the Partial or Full lockdown by a verbal communication of, 'All clear.' If moving from Full to Partial lockdown staff will be made aware of this level of de-escalation in the most appropriate way depending on the circumstances.

Intruder in the building

If an intruder has entered the building alternative procedures may need to be made on the spot and children and staff will be directed to the nearest classroom or secured space.

Communication with parents

Parents will, if possible be alerted to Full lockdowns by text / email as soon as practicable. They will be reminded not to contact the school or come to the school as this will get in the way of emergency communication and Emergency Services. They will be reassured and asked to wait for further information or advice.

Lockdown Practice and simulation

The Partial Lockdown procedure will be practised each term at a different times of day each time and any improvements to the procedures actioned immediately.

Consideration will be given to the escalation to a Full Lockdown at one yearly practise.

SLT and other appropriate staff will test the above procedures against a number of varied scenarios in order to identify any site-specific issues that require further development of the procedures.

This policy will be reviewed bi-annually and in light of any changes to guidance from the DfE or L.A.