Kingsway Infant School

‘Stay Safe Indoors’

Lockdown Policy and Procedures June 2026

The purpose of a lockdown is to prevent an intruder or other potential threat in the school grounds or outside of the school, from causing harm to pupils, staff and visitors. It means the entrances to the school must be secured in an effort to prevent any threat entering. All pupils and adults must find a suitable place to protect themselves, which may include being locked within school buildings for their own safety.

This may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for pupils, staff and visitors to be outside of the school perimeter – see also Emergency Evacuation Procedures Policy.

This policy covers the procedures staff should take if and when the school is required to go to lockdown.

All Staff and Visitors:
All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so, they are also trying to keep themselves as safe as possible. A termly lockdown practise will be held so all pupils are aware of the ‘Stay Safe Indoors’ procedure.

In an emergency to avert danger to a child, staff will still follow Hertfordshire Steps ‘Step On’ or a child’s Education, Health and Care Plan (EHCP) – see also Reducing the need for Restrictive Interventions in Schools Policy.

All staff will receive training at least annually on the Lockdown Procedures, which forms part of Induction for new staff.

Communication with Parents/Carers and the School:
In the event of a lockdown or other emergency procedure, the office and/or the Senior Leadership Team (SLT) will take advice from the emergency services about when to communicate the situation to parents/carers. The school will be mindful of the need to keep parents/carers safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates once the situation has been explained.

‘Stay Safe Indoors’ Lockdown Procedure June 2025

Signals

- Signal for lockdown – long repeated whistles (to ensure White Class are fully informed, the school office will telephone using an agreed key word)
- Signal for all clear – verbal, walk around by the Headteacher and/or Deputy/Assistant Headteacher/person liaising with the emergency services

Immediate Action

- Pupils, staff and visitors inside the school should return to their class, where it is safe to do so – alternatively go to the nearest classroom (check of toilets/corridors required).
- Kitchen staff are to remain in the kitchen.
- Where classes are outside the school building, pupils should be brought inside as quickly as possible and return to their classroom.
  Where it is not safe to return inside, the staff should escort the pupils to the Designated Assembly Point – far side of Kingsway Junior field - see Emergency Evacuation Procedures Policy.
- All classroom doors are locked, windows closed, blinds drawn and lights switched off. Pupils will sit quietly on the floor and out of sight – away from doors and windows. Class register should be taken to confirm attendance of all pupils – if safe, check for any missing pupils and/or staff.
  It is suggested that an adult in each class is responsible for a specific task.
- Where possible the Caretaker/Site Manager should ensure that all access points are secure.
- Staff/Visitors cannot sign in or out of the premises during lockdown
- Staff should encourage the pupils to keep calm.
- The nearest telephone is to be used to call the emergency services. **DIAL 999** providing information of the incident and school location **Then the SLT and office staff are to be informed.** Telephones are located in the school offices, the staffroom, sunshine room, and white class,
- Once in lockdown mode, *where possible*, the office will contact each class in turn for an attendance report to confirm that all pupils, staff and visitors are accounted for.
- All staff, pupils and visitors should be aware of the exit route in case an intruder gains access.
- During lockdown, staff will keep agreed lines of communication open and not make unnecessary calls to the office as this could delay important communication.
- Remain inside until the all clear has been given.

If at any point during the lockdown, a continuous ringing bell can be heard, this indicates the immediate evacuation of the building to the Designated Assembly Point – far side of Kingsway Junior field.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded, they must seek to remove children from the imminent threat taking the

best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the emergency services.

Checklist of actions to be taken during an emergency

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		