

ICKWORTH PARK PRIMARY SCHOOL



Lockdown Policy

DATE ADOPTED / REVIEWED	December 2025
PRINT NAME	Kirsten Steele
SIGNED	
DATE	
DUE FOR NEXT REVIEW	December 2026
COMMITTEE TO APPROVE	Headteacher

Policy Aim

Lockdown procedures are a sensible and proportionate response to any incident-internal or external-that may pose a threat to the safety of pupils, staff and visitors. This policy sets out how the school will prepare for, initiate, manage and exit a lockdown or invacuation, and how it will communicate during an incident. It incorporates principles from Martyn's Law (Terrorism (Protection of Premises) Act 2025) applicable to education settings and aligns with Department for Education protective security and preparedness guidance.

Scope and Definitions

- Lockdown: securing the premises and directing people to stay out of sight and silent in response to an immediate threat (e.g. intruder, violent incident).
- Invacuation: moving people to a safer internal location due to an external hazard (e.g. smoke plume, gas leak, civil disturbance).
- Evacuation to Place of Safety
- RUN, HIDE, TELL: If a hostile threat is imminent and lockdown is not safe, staff should use professional judgment and follow RUN, HIDE, TELL.

Triggers for Partial or Full Lockdown

- Reported incident or disturbance in the local community with potential risk to school occupants.
- Intruder on site or credible threat of violence.
- Environmental hazard: chemical/biological/radiological plume, significant air pollution or major fire nearby.
- Dangerous animal in close proximity.
- Police advice to lockdown due to an incident in the vicinity.

Partial Lockdown

A precautionary measure to keep pupils and staff safe while remaining indoors in response to an external risk. Normal activity may continue within the building subject to dynamic risk assessment.

- Cease all outside activity immediately; pupils and staff return indoors.
- Lock all external doors; close external windows; restrict entry/exit.

- Consider sealing vents and turning off mechanical ventilation/heating/AC in case of airborne contaminants.
- Free movement within the building may be permitted under staff direction.
- Parents/carers must not come to the school or call during lockdown; the school will contact them when safe.

Full Lockdown

Signifies an immediate threat inside or directly affecting the school. The aim is to deny access to classrooms and safe spaces, reduce visibility, and keep people silent and out of sight until the all-clear is given by a senior leader or the police.

- Initiate signal: six short whistle bursts (repeat as necessary).
- Lock external doors; where possible lock internal doors. Cover internal door vision panels; close blinds/curtains.
- Move pupils and staff to a location out of sight of doors/windows; position behind substantial walls or furniture where practicable.
- Switch off lights, computer screens; silence all devices.
- Maintain silence. Take a register and account for staff and pupils as soon as safe to do so.
- Do not release pupils or open doors until instructed by a senior leader or the police.

Procedure for Full Lockdown

- Any staff member who identifies a credible threat initiates the whistle signal (six short bursts). Staff in other areas repeat after the initial signal if distance or noise may have prevented universal hearing.
- Head Teacher and office staff secure the front of school (doors, windows, blinds) and relocate to the Incident Room (Meeting Room).
- Teaching staff: usher pupils indoors quickly; lock doors behind you; turn off lights and devices; close internal fire doors where appropriate; complete headcount.
- Kitchen staff: lock external doors; take cover in the kitchen office.
- A senior leader calls 999, states "School in lockdown", gives location and follows police instructions.
- Parent communications: send an alert via Class Dojo advising parents not to call or come to the site; note that buses/collections may be delayed.
- Trips/outings: contact groups off-site and instruct them to remain at their venue or divert to a place of safety; seek police advice; communicate with parents only when safe and as directed.

- Remain in place until the all-clear is given by a senior leader or police. If instructed by authorities and it is safe, transition to invacuation or evacuation.

Site Security and Access Control

To reduce the risk of unauthorised access and to support rapid lockdown:

- Swipe-card entry at main door; magnalocked main doors kept shut during the day.
- Gates closed and locked during the school day (front gate magnalock; side gate combination lock and chain).
- Duty staff at gates during drop-off/pick-up windows.
- Clear visitor management procedures; parents must inform school of collection changes and identity of new collectors.
- Security lighting activates in darkness; CCTV reviewed regularly if installed.

Roles and Responsibilities (Martyn's Law)

The school identifies a Responsible Person (usually the governing body or proprietor) for Martyn's Law duties. The Responsible Person ensures the following, so far as reasonably practicable:

- Public protection procedures are in place and documented: evacuation, invacuation, lockdown and communication.
- The premises are notified/registered with the regulator (Security Industry Authority) when required.
- Staff are trained and aware of their roles; induction includes lockdown and counter-terrorism awareness.
- Procedures are tested and reviewed; learning is captured after incidents and drills.

Incident Leadership and Roles:

- Incident Lead (Head Teacher or delegated senior leader) – initiates response, liaises with police, coordinates communications.
- Lockdown Leaders (phase/area leads) – secure designated areas; account for pupils and staff; feedback status to Incident Lead.
- Office/Comms Lead – manages external communications and maintains incident log from the Incident Room.

Communication Protocols

- Internal alert: whistle signal (six short bursts); ensure signal distinct from fire alarm.

- Staff communication: use classroom devices or agreed channels when safe; avoid mobile use unless necessary and on silent.
- Parents: notify via Class Dojo or MIS messaging; advise not to attend or call the school during an incident.
- Emergency services: 999 call made by a senior leader; follow police instructions and provide updates.

Evacuation to Place of Safety

If instructed by authorities or if safer to leave the site, evacuate to St Leonard's Church (Meadow Drive, Horringer, Bury St Edmunds). Additional evacuation details:

Training, Drills and Review

- Annual whole-staff training on lockdown/invacuation/evacuation and counter-terrorism awareness.
- Termly lockdown drill (age-appropriate and communicated sensitively to avoid distress); record outcomes and actions.
- PEEPs in place for pupils/staff who may need support; adapt procedures for SEND.
- Post-incident welfare and debrief; update this policy and site plan following drills or incidents.

Parents and Carers – Key Messages

- Do not come to the site during a lockdown; this may place you and others at risk.
- Do not call the school; lines must be kept free for emergency services.
- Wait for official communication with instructions for collection when safe.

Reporting and Record-Keeping

- Complete the Lockdown/Incident Report (Annex 1) after any lockdown or significant incident.
- Notify Ofsted within 14 days for significant incidents where required.
- Maintain training and drill records; keep risk assessments and site security plan updated.

Annex 1 – Lockdown/Incident Report Form

Date of Lockdown	
Recorded By	
Details of Lockdown/Incident	
Head Teacher's Signature	
Date	
Ofsted Informed	