



# **LOCKDOWN POLICY FOR HOLT FARM INFANT SCHOOL**

*DATED: February 2026*

*POLICY TO BE REVIEWED September 2027*

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| <b>The Policy was formally adopted<br/>by the Governing Board.</b> | <b>Date: 10.02.26</b> |
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## **Rationale**

As part of our Health and Safety, Security and Anti-terrorism policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

## **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place – a radio message stating “all staff Code Blue” will signify the start of the lockdown procedure.

## **Incident Control Officers & Response Team:**

Incident Control Officer: **Headteacher**

Deputy Incident Control Officer: **Deputy Headteacher**

**SENDCo**

**Business Manager**

**Site Manager**

Communications Officer: Headteacher will oversee communications in conjunction with Essex County Council Communications Team

## **Procedures**

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

The above signal will activate a process of children being ushered into the school building/classrooms as quickly as possible. All external doors should then be closed which will lock out any unauthorised person(s).

Pupils, visitors & staff will then remain in the room they are in. Staff will ensure the windows and doors are closed and screened where possible and children are positioned away from possible sightlines from external windows/doors (e.g. sitting on the floor under desks). Lights, Smart boards and computer monitors are to be turned off. Mobile phones are put on silent mode, these should be checked when possible as further updates may be communicated via the staff WhatsApp group. All persons are to remain silent.

The Incident Control Officer or other suitable person with delegated responsibility will notify the emergency services. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children taking part on phonics classes etc.

If practicable staff should notify the School Office and Incident Control Officer (or most senior member of staff in the building) by phone (a WhatsApp group is set up and updated regularly to include all teachers, TAs and Line Managers) that they have entered lockdown and identify those children not accounted for.

Where possible and if safe to do so the Incident Control Officer will ensure that missing children are looked for. This will be depended on the dynamic situation and nature of the lockdown.

The Incident Control Officer will follow the guidance and instruction of the emergency services. If safe to do so, the Incident Control Officer and other identified members of staff will sweep the school to ensure that all children and staff are positioned safely and to ensure all children and visitors are accounted for.

After the sweep, if it has taken place, NO ONE SHOULD MOVE ABOUT THE SCHOOL.

Staff will support children in keeping calm and quiet.

Staff to remain in lockdown positions until they hear the radio message “code Green” to announce the all-clear.

As soon as possible after the lockdown teachers return to their usual classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

### **Evacuation**

If there is an internal threat the Incident Control Officer is to be informed immediately so that a dynamic risk assessment can be carried out.

If an evacuation is required then the fire alarm will be activated by the Incident Control Officer, one of the Incident Control Deputies or by another member of staff with delegated responsibility to do this. All persons are to evacuate to the School field following the school’s fire evacuation procedures.

## **Alternative place of safety in the event that it is considered necessary to leave site.**

Name of venue: Holt Farm Junior School

Contact name: Headteacher

### **Communication with Parents**

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network. Parents will be told: '... The school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...' Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Written by: Amanda Watson Headteacher & Steve Hilbery

Reviewed date: September 2025 to be reviewed: September 2026