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Confirmed current	Mar 2026



**Cromford Church of England**  
**Primary School**  
**Lock Down Policy and Procedures**

## Rationale

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. These may be due to:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog or other animal roaming loose.

## Notification of Lockdown

Staff will be notified that Lockdown procedures are to take place immediately on hearing **3 x ring sounds from the pager system**. Any member of staff may initiate the Lockdown procedure by activating the pager system.

Advice may have been sought from the police. The police will be notified of the Lockdown where appropriate.

## Procedure

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 lock down for some time

## Staff will:

- Usher children into the school building as quickly as possible to their nearest classroom.
- The schools outside doors, including classroom doors, will be bolted where possible.
- Children and staff will **remain in the classroom**, they are in until directed by the Headteacher and the staff will ensure:
  - Windows and doors are closed/locked where possible.
    - Hall windows - Eagles staff to close if it is judged to be safe
    - External junior cloakroom door – Eagles Staff to close and bolt
    - Staffroom Windows - Owls staff to close if it is judged to be safe
  - Internal classroom doors should be barricaded and internal windows covered.
  - Windows are screened where possible – curtains / blinds.
  - Children are sat on the floor, under tables or against a wall.
  - Children are positioned away from possible sightlines from external windows/doors - to keep out of sight.
  - Lights, Smart boards and computer monitors to be turned off.
  - Mobile phones are put on silent mode. Staff are encouraged to have their personal phones with them to enable contact by the headteacher.
  - Take a register of the children/adults present in the classroom and email the office and confirm via Whatsapp.
  - Review exit points so that they are prepared to move their children if the need becomes imperative.
- Children, staff and visitors not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
- Staff with children will review exit points so that they are prepared to move their children if the need becomes imperative.

- Staff will support children in keeping calm and as quiet as possible. (*Expecting silence for sustained periods of time may be very difficult for our age group and so if necessary staff may choose to quietly read a story*).
- Staff to remain in lockdown positions until informed by the Headteacher that there is an all clear or they are informed of a change in procedure. The lockdown will **NOT** be concluded by the use of the fire bell. (An intruder may sound the fire alarm for their own benefit)
- As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the office / Headteacher immediately of any pupils not accounted for.
- Staff and volunteers with no class responsibility who are not with children will find their nearest classroom to support.
- Staff will debrief children as advised by the Headteacher

Where only a partial lockdown is required, such as in the event of an air pollutant staff will be advised that

- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating, and air conditioning systems will be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

### **Office Staff**

- Remain in the school office.
- To ensure that the office window is closed.
- Will call the police if necessary – following the Headteacher's direction where possible.
- A mobile number will be shared with emergency services to use to contact the school (*in case the landlines become blocked*).

### **Headteacher**

- Assess the need for the lockdown policy to be activated and direct a member of staff to sound the alarm.
- Ensure the front door is locked and outside entrances are closed, while remaining low and out of sight from windows.
- Direct the secretary to call the emergency services as appropriate and give directions as to the message to be given.
- Ensure all pupils are inside if safe to do so.  
If a group are on an outing when the incident occurs, the Headteacher will telephone them to tell them **NOT** to return to the school until the all clear has been given. If it is safe to do, the group should stay where they are. If they are on their way back to the setting, to stop and go back to the venue and stay there until advised otherwise or a 'buddy school' may also be used as a location to receive them.
- Communicate with each class if possible via an external messaging service; (*Staff should not attempt to initiate communication as this may block channels.*)
- If practicable attempt to visit each class
  - To try and identify if all children are accounted for.
  - Give staff advice as to what actions they should be taking. Some idea of what type of lock down we are in may be appropriate.
  - Check for missing or injured staff or children.
  - To reassure staff as appropriate.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL (other than the Headteacher who may need to try to do so and 'risk assess' the safety of the children and staff in their current lockdown positions)**

- Inform Parents as soon as appropriate – see below.
- (If the person in charge during the lockdown is the most senior leader in the school, they will contact the actual Headteacher as soon as practical. The Headteacher will not then come back to school but will be able to support and advise from their location.
- At the appropriate time the Headteacher lead will decide that a debrief will be carried out, this might take the form of a class discussion, assembly or one to one sessions.

- The Headteacher will lead a debrief session with staff as soon as possible. It will take place before staff go home at the end of the day.

### **Communication with parents**

Parents will be notified as soon as it is practical to do so via the school's text message system. Advice from Police would be followed where appropriate.

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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from.

It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about what will happen 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

However, it may also be prudent to reinforce the message that **'the school is in a full lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked and nobody is allowed in or out...'**

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 support their children at a time when they may remain anxious. We would remind parents that these circumstances are very rare and that we do all that we can to make the right decisions in keeping their children safe.

### **Lockdown drills**

Lockdown practices will take place at least once per year during the first term. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements to the procedure.

The procedure will be kept in each class room for reference along with a loud whistle. The A4 poster below (Appendix 1) will be displayed in each classroom for staff reference.

### **Policies to read alongside this policy:**

Cromford Primary's Critical Incident Plan, where emergency numbers are detailed. A hard copy of Critical Incident Plan is kept in the "Red Box".

# Lock Down Procedure

## CLOSE

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

## **Staff to:**

- Usher children into the school building as quickly as possible to their nearest classroom.
- The school's outside doors, including classroom doors, will be locked.
- Children and staff will **remain in the room** they are in and the staff will ensure:
  - Windows and doors are closed/locked where possible.
  - Internal classroom doors should be barricaded/locked.
  - Windows are screened where possible – curtains / blinds / paper.
  - Children are sat on the floor, under tables or against a wall.
  - Children are positioned away from possible sightlines from external windows/doors - to keep out of sight.
  - Lights, Smart boards and computer monitors to be turned off as soon as possible.
  - Mobile phones are put on silent mode.
  - Staff are encouraged to have their personal phones on them.
- Staff will take a register of the children present in the classroom
- Staff to review exit points so that they are prepared to move their children if the need becomes imperative.
- Staff to support children in keeping calm and quiet. Expecting silence for sustained periods of time may be very difficult so if necessary staff may choose to quietly read a story.
- Staff to remain in lock down positions until informed by Headteacher that there is an all clear.
- As soon as possible after the lock down conduct a register and notify the office / Headteacher immediately of any pupils not accounted for.