Great Gaddesden C of E (VA) Primary School

Small School - Big Heart - Great Start

Mission Statement: 'Treat others exactly as you would like to be treated yourself' (Luke 6:31)

Invacuation & Lockdown Procedure

Written by: M. Beach (Headteacher/DSL) in consultation with the Safeguarding Governor, Chair of Governors and Parents (on 12th February 2026 at Parent Form)

Last updated: 09/11/2026

Rationale:

In line with guidance from the Department for Education, all schools should consider the need for robust and tested school invacuation and lockdown procedures. Such procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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.

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

Definitions

- **Invacuation (Bring In/Stay In):** Used for threats outside, such as air pollution, a police incident nearby, or dangerous weather. Doors and windows are secured, but activities might continue internally, or people simply stay in their classrooms.
- **Lockdown (Lock Down):** Used for immediate, serious threats on-site, such as an intruder or armed individual. It involves staying silent, turning off lights, lowering blinds and locking all doors to avoid detection

Notification and Procedures for Invacuation or Lockdown:

Staff will be notified that invacuation/lock down procedures are to take place immediately on hearing the siren from the megaphone located by the exit/entrance to the playground inside the KS1 classroom.

<u>Reasons for a lockdown:</u>

A chemical spillage or a dangerous animal coming onto site.

An unauthorized person/s is attempting to access the site with the intention of causing harm.

<u>Procedures: Complete the CLOSE procedure following a notification of lockdown:</u>

• Close all windows and doors

• Lock up

• Out of sight (lowering all blinds) and minimise movement

• Stay silent and avoid drawing attention

• Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors

and all outside doors/ blinds where it is possible to remain safe.

2. If possible, office staff will send an email to all staff explaining school is now in lockdown and everyone is to stay in their room until told otherwise by the Headteacher, Office Manager or senior leaders.

3. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

4. Children or adults 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.

5. Individual teachers/TAs to lock/close classroom door(s) and windows and pull down any blinds. KS1, LKS2 & EYFS adults to close the external link doors to the playground and office staff to close the main reception door.

6. Whenever the penfold is in use, the Office Manager or Headteacher will be responsible for opening the designated door which is only known to school staff. The area will be checked on the CCTV before opening.

7. No adult or child to leave the room for any reason whilst in lockdown.

8. Catering staff to close and lock the kitchen door and turn off lights.

9. If practicable staff should notify the front reception by email via the class laptop or i-Pad that they have entered lockdown, identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

Staff Conduct During Lockdown:

1. Staff to support children in keeping calm and quiet.

2. Staff to remain in lockdown positions until informed by key staff that there is an all clear.

3. As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

4. Head or School Office Manager to call police and Local Authority if necessary (LA phone number on display in the main office).

5. If a class is out of school, eg on a school trip, office staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.

6. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.

7. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Staff Roles:

Headteacher or School Office Manager will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

Communication with parents: If necessary, parents will be notified as soon as it is practical to do so via text through our Arbor communication system.

Parents will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, 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 the office staff or the 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.

Lock down (Stay Safe) drills: Lock down practices will take place at least annually 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.

Review

The Headteacher/DSL reviews this policy every three years. The school may, however, review the procedure earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the this procedure might be improved.