

# Deddington Church of England Primary School

## Lockdown, Invacuation and Evacuation Procedures

### 1 Lockdown Policy and Procedures

- 1.1 All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which 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.
- 1.2 A 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.

**The site risk assessment includes staff monitoring all doors at the start and end of the day.  
If a door is not supervised by a member of staff, it must be closed and locked.**

### 2 Notification of Lockdown and / or Invacuation.

- 2.1 Staff will be notified that lockdown procedures are to take place immediately by a message on the two-way radios that are in all classrooms and by a member of the Senior Leadership Team (SLT), Admin Team, or a member of SLT or the Admin Team telephoning the classroom to notify them. The Office Manager will phone the F1 / F2 building to ensure they are aware.

### 3 Procedures:

- 3.1 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
- 3.2 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 outside doors where it is possible to remain safe.
- 3.3 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 to be turned off. Mobile phones are put on silent mode.

- 3.4 Children, adults (e.g. volunteers, visitors.) 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 using toilets when lockdown procedure is engaged.
- 3.5 No adult or child to leave the room for any reason whilst in lockdown.
- 3.6 Staff on PPA to lockdown in the staff room; ensuring doors are closed, remaining quiet with no kettles on.
- 3.7 Catering Staff to close the shutter and door to the kitchen and turn off lights.
- 3.8 If a class is in the outdoor learning area, they will be notified by 2 way radio, confirming that they have received the message, locking the green gate to the middle field and remaining in the tent with the entrance secured.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- 3.9 Staff to support children in keeping calm and quiet.
- 3.10 Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Admin Staff or Emergency services in person that there is an 'all clear'.
- 3.11 As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

## **4 Staff Roles:**

- 4.1 Headteacher, Deputy Headteacher (or School Business Manager (SBM) in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- 4.2 Staff in classrooms will ensure all doors to the outside are closed and secure. School Business Manager to check the reception door.
  - The Lockdown manager will lower the blinds in the hall.
  - F1 and F2 staff will ensure all children are inside with doors closed, locked and blinds lowered.
  - Year 1 staff to check the door to the courtyard.
  - Year 2 staff to check the 1 / 2 corridor door.
  - Year 3 staff to check the fire escape door in Year 3 and the door the artificial grass area is closed and locked.
  - Year 4 staff to check the 3 / 4 corridor door.
  - Year 5 staff to check and lock the cloakroom door to the courtyard.
  - Year 6 staff to check the cloakroom door to the outside.
- 4.3 Staff in classrooms to lower all window blinds.
- 4.4 Head or SBM to call police.
- 4.5 If a class is out of school e.g. at the leisure centre, church or on a trip, the School Business Manager 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.

- 4.6 Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
- 4.7 Do not allow anyone out of the classroom during a lockdown under any circumstances.

## 5 Communication with parents

- 5.1 If necessary parents will be notified as soon as it is practical to do so.
- 5.2 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...'*
- 5.3 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.
- 5.4 Pupils will not be released to parents during a lockdown.
- 5.5 Parents will be asked not to call school as this may tie up emergency lines.
- 5.6 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.
- 5.7 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.

## 6 Lockdown drills

- 6.1 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.

## 7 Review

- 7.1 The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: **January 2026**

Next review: **January 2027**

**The following poster will be displayed in all classrooms. Staff and children will be fully aware of these procedures.**

## Emergency Evacuation Procedures 2025 / 2026

### Fire Procedure.

The Fire Assembly Point is the school playground.

If access to the playground is not safe or possible, the Church will become the Fire Assembly point.

On hearing the continuous ringing of the fire alarm, children and staff should do the following:

- Stand up in silence and line up at the door.
- The teacher will lead the children and other adults out via the fire exit.
- The teacher will call the register once on the playground.

The fire exits are as follows:

F1 / F2 in the PFSU building	Rear exits of the building
Year 1	Out via the Year 2 cloakroom door
Year 2	Out via the Year 2 cloakroom door
Year 3	Via the Year 3 / 4 cloakroom door
Year 4	Via the classroom fire exit
Year 5	Through the Year 5 cloakroom door
Year 6	Through the hall door

If any exit routes are blocked, staff will take their children and adults to the nearest safe exit.

The Office Manager will bring registers and the Critical Incident folder to the playground.

The Headteacher or Deputy will check the school site and contact the emergency services if needed.

Children and adults will remain on the playground until the Headteacher or Deputy confirms that it is safe to return.

### ICE Procedure – Evacuation of the school site.

The Fire Alarm will be rung. Fire exits will be used.

The Headteacher, Deputy or Office Manager will stand on the corner by PFSU directing adults to leave the site.

The assembly point will be the Church.

All other procedures will be the same as in the event of fire.

### Lock Down Procedure.

Staff will ensure that entry and exit points remain closed at all times.

Staff will be informed of a lock down situation by the Headteacher, Assistant Headteacher or Office Manager.

Staff will ensure all pupils are present and accounted for.

Staff will ensure all doors and windows to the outside are shut.

Nobody will exit the building. The Office Manager will phone the emergency services.

Staff will be updated and informed about the situation and when the lock down has ended.

Anyone using the playground or fields will need to have a walkie talkie with them so that communication is not compromised in the event of any emergency situation.