

Lockdown and Critical Incident Procedure

William Hildyard CE Primary & Nursery School

Aspire Federation

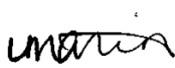


'Let your light shine!'

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Next review: July 2027

Signed: 

Name: Laura Martin
(Executive Headteacher)

Date...22.9.26

Signed: 

Name: Tom Deignan
(Chair of Governors)

Date...22.9.26

1. Purpose

The safety and welfare of all pupils, staff, visitors, volunteers and contractors is paramount. A lockdown may be implemented when there is a threat either inside or outside the school which requires pupils and adults to remain secured in a safe location until the risk has passed.

The school may implement either a lockdown (where individuals are secured inside buildings) or an evacuation (where individuals are moved away from buildings and danger). The response adopted will depend on the nature and location of the threat.

Lockdown procedures may be activated in response to:

- An intruder on the school site.
- A disturbance or incident in the local community.
- A dangerous animal on or near the school grounds.
- A warning regarding environmental hazards, including smoke plume, gas leak or air pollution.
- Any other situation where remaining inside is deemed the safest course of action.

2. The School's Lockdown Alert System and Staff Notification

The school uses a distinct lockdown signal comprising handbell ringing repeatedly, which differs from the fire alarm. This is the established intruder alert identified within the visitor safeguarding guidance.

Upon hearing the lockdown signal:

Staff in Classrooms

- Close and secure classroom doors.
- Close blinds and curtains where available.
- Ensure all children remain calm and quiet.
- Children should move away from doors and windows and sit in the designated safe area within the room – normally under tables, with chairs tucked in as far as possible.
- Staff should take an immediate headcount of pupils present and report any missing individuals to the Head of School or Executive Headteacher using either the class telephone, walkie talkie or email

Staff should remain calm and reassure pupils at all times.

Staff, Visitors and Pupils Elsewhere in School

The school office will use visitor signing-in records to account for all visitors, volunteers and contractors on site.

Any individual in a non-classroom area should immediately move to the nearest secure room and follow lockdown procedures.

- Calmly proceed to the nearest available classroom or secure room.
- Follow instructions from school staff immediately.
- Once inside, follow classroom lockdown procedures.

Staff, Visitors and Pupils Outside

- Calmly and quickly move into the nearest school building and secure location.
- Follow instructions given by staff members.

Staff should not leave a secure location to search for missing individuals unless directed to do so by emergency services.

The lockdown will remain in place until an official all-clear is given by the Head of School, Executive Headteacher or emergency services. Individuals must not leave a secure location until this instruction has been received.

3. Designated Lockdown Locations and Safe Areas

The designated lockdown location is generally the nearest secure classroom or internal room.

All staff should:

- Use the nearest safe indoor location.
- Avoid movement around the site once lockdown has commenced.
- Keep pupils away from doors, windows and external visibility where possible.

Visitors, volunteers and contractors must follow the instructions of the nearest member of staff and remain in the designated safe area until the all-clear is given. This expectation aligns with the visitor guidance requiring visitors to remain under staff supervision and follow school safety arrangements.

4. Evacuation Procedures During a Critical Incident

A lockdown will not always require evacuation. However, if circumstances make remaining indoors unsafe, evacuation may be directed by senior leaders or emergency services.

Fire or Emergency Evacuation

If the fire alarm sounds:

- Staff will direct pupils using the agreed evacuation route.

- Pupils, staff and visitors must move calmly and quietly.
- Personal belongings must be left behind.
- The assembly point is located at the trees to the right of the field behind Nursery.

Intruder Within the Building

If it is unsafe to remain inside because the intruder is within the school building:

- Staff should escort children outside.
- Do not attempt to confront or engage with the intruder.
- Move to the rear of the school field.
- Raise the alarm with emergency services or a member of the public where necessary.

Bomb Threat or Suspicious Package

- Contact the police immediately.
- Do not touch, move or tamper with the device.
- Evacuate following staff instructions.
- Assemble at the rear of the school field.

5. Communication During an Emergency

During any lockdown or critical incident:

- Communication will be coordinated by the Head of School, Executive Headteacher or emergency services.
- Staff may receive updates through direct verbal instruction, telephone communication or designated internal communication methods.
- Parents will be informed when it is safe and appropriate to do so.
- Staff, visitors, volunteers and contractors must not share information regarding an ongoing incident on social media.

Mobile phones should be placed on silent mode during a lockdown. Individuals should only use telephones or mobile devices where necessary to communicate with emergency services or school leaders.

Where appropriate, emergency services will be contacted immediately via 999.

Once emergency services arrive on site, their instructions will take precedence over normal school procedures and must be followed by all staff, visitors and contractors.

6. Expectations of Third-Party Providers, Visitors and Contractors

All visitors and external providers must:

- Sign in at the school office on arrival.
- Wear their visitor badge at all times.
- Remain under the supervision of a designated member of staff.
- Follow all instructions issued by school staff in an emergency.
- Participate in lockdown and evacuation procedures when on site.
- Sign out and return their visitor badge before leaving.

During a lockdown, visitors and contractors must not leave the site unless directed to do so by school leaders or emergency services.

7. Staff Briefings, Guidance and Training

All staff receive regular updates regarding emergency procedures.

Visitors and contractors should be aware of:

- The information contained within the school's visitor safeguarding leaflet.
- The requirement to read relevant safeguarding guidance on their first visit.
- Expectations regarding supervision, visitor conduct and emergency arrangements.
- Where external providers work regularly on site, school leaders may provide additional briefings relevant to their activities.

8. Lockdown Drill Arrangements

The school practises lockdown procedures to ensure pupils, staff and visitors understand how to respond safely in an emergency.

Children are taught that lockdown drills are similar to fire drills and are a precautionary measure designed to keep everyone safe. For example, there may occasionally be risks outside the school such as a dangerous animal, community incident or environmental hazard requiring everyone to remain indoors.

To maintain preparedness, termly no-notice lockdown drills will be conducted in the same way as fire drills so that pupils, staff, visitors and external providers remain confident in how to respond should a genuine emergency occur.

A written record of all lockdown drills will be maintained, including the date, duration, outcomes and any actions identified for improvement.

9. Quick Reference for External Providers

If you hear repeated bell rings:

1. Stop your activity immediately.
2. Follow the nearest member of staff.
3. Move to the nearest secure room.
4. Remain quiet and out of sight.
5. Do not leave until instructed.
6. Await the official all-clear.

This procedure should be read alongside the school's Critical Incident Plan, Health and Safety Policy, Safeguarding Policy and Visitor Safeguarding Leaflet.

10. Review of Procedure

This procedure will be reviewed annually, following any lockdown drill, critical incident, significant change to the site, or following advice from emergency services or the Local Authority.