



Intruder, incursion and Lockdown Policy and Procedures

‘Learning Together with Kind Hearts and Determined Minds’

Key Personnel

Headteacher

Deputy Headteacher

Office Manager

Site Manager

Date written: November 2022

Date agreed and ratified by Governing Body: 26th March 2026

Updated: March 2026

Date of next review: June 2026

This policy will be reviewed every three years and/or following any updates to national and local guidance and procedures

1. Rationale

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, pupils, and visitors 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.

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 or attempted access by unauthorised persons' intent in causing harm/damage.

2. Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing:

'All staff alert – code 1 LD'

This is to be repeated 3 times.

3. 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
- a. The above signals 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 and closing of blinds/curtains where it is possible to remain safe.
 - b. 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 and interactive screens to be turned off. Mobile phones should remain on silent mode.
 - c. Children, adults (e.g. volunteers) 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. KS2 on the meadow playground or meadow should move to Apple classroom in the EY/KS1 block.
 - d. Individual teachers/teaching assistants to check close/lock classroom doors and windows. Apple and Bay classes should lock the outside doors.
 - e. Bay, Myrtle, Willow, Maple and Poplar to check the toilets nearest to them including the disabled toilet. Office staff check adult toilets.
 - f. No adult or child to leave the room for any reason whilst in lockdown.
 - g. Staff on PPA to lockdown in the staff room; remaining quiet.
 - h. Catering Staff to close windows and blinds to kitchen and turn off lights.

- i. If practicable, staff should notify the office by email that they have entered lockdown and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

4. NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff support children in keeping calm and quiet.
- Staff remain in lockdown positions until informed by the Senior Leadership Team in person that there is an all clear.
- 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

1. Headteacher (or member of SLT if Headteacher is not onsite) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Office Manager or member of SLT if Office Manager is not onsite to call the police and if necessary, the Local Authority (Nick Abrahams, Area Education Officer 03000 41 87 94 email Nicholas.Abrahams@kent.gov.uk).
3. If a class is out of school, e.g. in the village or on a trip, office staff will call the class teacher and warn them that school is in lockdown. Advice will be given when it is safe to return to school.
4. Individual teachers/teaching assistants to check close/lock classroom doors and windows. Apple and Bay classes should lock the outside doors.
5. 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.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances and unless told to do so by the emergency services.

5. Communication with parents

If necessary (e.g. the lockdown extends beyond the school day), parents will be notified as soon as it is practical to do so via email through our Parent communication system.

Parents will be told:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

In the event of an incident, it is inevitable parents will want to come to the school and collect their children immediately. 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. They must be discouraged from doing so, until the emergency services give the all clear.

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.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

Make it clear to parents that you will be acting on the advice of the emergency services and that they should also.

6. Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

www.gov.uk/terrorism-national-call/national-emergencies

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For **non-emergency calls to the police, call 101.**

7. Following the lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

Following a serious incident that involved a full lockdown which all staff and children were aware of, parents will be informed on the nearest possible day the context of the lockdown.

8. 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.

Plan	
Staff responsibilities	
Office Manager or member of SLT	<i>Make contact with emergency services.</i>
Other staff members	<i>Headteacher via the School Office: communicate with parents Teachers and support staff: stay with pupils Site Manager/Deputy Headteacher: ensure all access points are secured</i>
Signals	
Lockdown signal(s)	<i>Staff will be notified via classroom radios that lockdown procedures are to take place immediately on hearing: ‘All staff alert – code 1 LD’ This is to be repeated 3 times.</i>
All clear signal	<i>Informed in person by a member of the SLT</i>
Evacuation signal	<i>Fire Alarm – one long, continuous ring</i>
Lockdown	
Assembly points	<i>Classrooms, the school hall, or offices.</i>
Entrance and exit points	<i>External playground doors locked from the inside. Gates to be over-ridden by Site Manager, if safe to do so. Reception door locked All windows closed and blinds pulled down</i>
Bringing pupils inside	<i>Whistle blown to ensure pupils are brought inside as quickly as possible to alert staff at break times or while outside for lessons. Class teachers check the number of pupils brought inside and email this information to the office.</i>
Steps to increase protection from danger	<i>Lock and screen doors Position children away from sightlines from external doors and windows, for example under a desk Turn off lights, screens and monitors Ensure mobiles phones and electronic devices are on silent</i>

Internal communication	<i>Staff will be communicated via email.</i>
Communication with parents	<i>Communicate with parents via email. Parents asked not to call the school, as this will tie up lines that would be used to contact emergency services, and also asked not to come to the school to collect children until the emergency services give the 'All Clear'.</i>
Additional notes	<i>Children with SEN to be supported by class TA</i>

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <ul style="list-style-type: none"> • <i>turn off lights, screens</i> • <i>close internal doors</i> • <i>close/lock external doors</i> • <i>check toilets</i> 			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			