

The Federation of Netley Abbey Infant and Junior Schools



Lockdown Policy

Review cycle	Every 3 years
Policy prepared by/Reviewed by	Rosie Earle
Level of approval required	Federation Headteacher
Statutory?	Yes
Date of latest approval	September 2026
Date of next review	September 2029

1. Purpose

The Federation of Netley Abbey Infant & Junior Schools is committed to maintaining a safe, secure and nurturing environment for every pupil, member of staff, volunteer and visitor.

Whilst emergencies requiring a lockdown are extremely rare, the Federation recognises that circumstances may arise where remaining safely inside buildings presents the lowest level of risk.

This policy establishes a consistent federation-wide approach for responding to situations where there is an actual or suspected threat to the safety of those on site.

The objectives of this policy are to:

- protect life and minimise harm;
- provide staff with clear procedures during high-pressure situations;
- ensure an effective and coordinated response across both school sites;
- support communication with emergency services;
- maintain accountability for all pupils, staff and visitors;
- facilitate an effective recovery following any lockdown incident.

This policy should be read alongside the Federation:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Emergency Response Plan
- Emergency Protocols Booklet
- Business Continuity arrangements.

2. Guiding Principles

During any emergency, the preservation of life takes precedence over all other considerations.

All staff should remember the following principles:

- Stay calm.
- Think clearly.
- Follow agreed procedures.
- Use professional judgement where circumstances require.
- Follow instructions from the Federation Headteacher, Head of School or emergency services.

Every emergency is unique. Whilst this policy provides a clear framework, staff should remain flexible and responsive to the specific circumstances presented.

No member of staff should place themselves at unnecessary personal risk in an attempt to implement this procedure.

3. What is a Lockdown?

A lockdown is the process of securing pupils, staff and visitors within the safest available location when remaining inside buildings presents less risk than evacuation.

Unlike a fire evacuation, where people leave the building immediately, a lockdown requires movement towards safety inside the building.

Lockdown may involve:

- securing classrooms;
- locking entrances;
- restricting movement around the site;
- remaining silent;
- limiting communication;
- awaiting further instruction from senior leaders or emergency services.

4. Types of Lockdown

Partial Lockdown

A partial lockdown may be implemented where a risk exists nearby but does not require full security measures.

Examples include:

- dangerous animals nearby;
- local police activity;
- severe weather hazards;
- suspicious activity outside the perimeter;
- environmental incidents.

During a partial lockdown:

- pupils return indoors;
- external activities cease;
- external doors remain secured;
- normal teaching continues where appropriate.

Full Lockdown

A full lockdown is implemented where there is an immediate or credible threat to life.

Examples include:

- an intruder on site;
- a terrorist incident;

- a weapon on site;
- serious violence nearby;
- police instruction;
- chemical release or airborne contamination.

During a full lockdown, all procedures within this policy must be followed immediately.

5. Authority to Initiate Lockdown

The following may initiate a lockdown where immediate action is required:

- Federation Headteacher
- Head of School
- Senior Leadership Team member
- Emergency Services
- A member of the Admin Team who deems it necessary, in-line with this policy or other communication with a school staff member

Where a member of staff identifies an immediate threat and no senior leader is immediately available, they should contact the school office without delay. If there is an immediate threat to life, staff should act to protect pupils whilst emergency services are contacted.

6. Lockdown Signal

Following the July 2026 federation review, the agreed federation lockdown phrase is:

"SECURE AND STAY"

This instruction will be communicated using one or more of the following:

Infant School

- verbal announcement along corridors
- handbell
- direct communication to outdoor staff

Junior School

- verbal announcement
- telephone communication to key areas
- runners where appropriate
- radios for staff working outdoors
- handbell

The use of multiple communication methods reflects learning identified during federation lockdown drills to ensure all staff—including those working outdoors, in intervention spaces or away from classrooms—receive the alert promptly.

As part of the Netley Emergency Protocols Guide for Admin Team, where safe to do so, the other school in the federation and the on-site pre-school will be informed of the emergency lockdown by either phone or email.

7. Responsibilities

Federation Headteacher

The Federation Headteacher has overall responsibility for:

- strategic leadership during the incident;
- liaison with emergency services;
- deciding whether lockdown should continue or end;
- communication with governors and Hampshire County Council where required;
- media management;
- post-incident review.

Head of School

The Head of School supports operational leadership by:

- coordinating the school response;
- supporting communication;
- deploying staff where safe;
- overseeing pupil welfare;
- ensuring accountability for pupils and staff.

School Business Manager & Admin Team

The Admin Team will:

- contact emergency services and other schools on-site;
- record key actions and timings;
- secure reception areas where safe;
- support communication;
- account for visitors;

- prepare parent communications if authorised.

Teachers & Support Staff

Teachers and support staff are responsible for:

- securing their room;
- supervising pupils;
- maintaining calm;
- following lockdown procedures;
- accounting for pupils;
- remaining with pupils until instructed otherwise.

8. Lockdown Procedures

The response to any lockdown must be calm, immediate and consistent. Staff should remember that preserving life is the overriding priority.

Step 1 – Stop and Assess

Upon hearing or receiving the instruction "Secure and Stay", staff should:

- Stop teaching or the activity immediately.
- Remain calm and reassure pupils using a calm, confident voice.
- Lock all external doors and windows immediately.
- Assess the immediate surroundings and determine the safest course of action.
- Follow any additional instructions provided by senior leaders or emergency services where safe to do so.

Staff should not leave a place of safety unless instructed by the Federation Headteacher, Head of School or emergency services.

Step 2 – Bring Pupils to Safety

Pupils Already in Classrooms

Pupils should remain in their classroom.

The supervising adult will immediately begin lockdown procedures.

Pupils Outside

Where it is safe to do so, staff should:

- undertake a **quick visual sweep** of the immediate area;

- direct nearby pupils into the nearest safe room rather than attempting to return to their usual classroom;
- abandon equipment and personal belongings;
- enter the nearest secure room promptly.

Pupils at Breaktime or Lunchtime

Duty staff should:

- calmly direct pupils into the nearest available building;
- avoid unnecessary movement across the site;
- supervise pupils until they can be safely reunited with their class if appropriate.

Where this is not possible, pupils should remain safely supervised in their temporary location until the all clear is given.

PE Lessons, Forest School and Outdoor Learning

Staff delivering activities outside should:

- stop the activity immediately;
- use radios or telephone communication where available;
- escort pupils into the nearest safe building;
- secure the room using normal lockdown procedures.

9. Securing the Environment

Once inside a place of safety, staff should immediately:

Secure

- Lock classroom doors where fitted with locks.
- Close all windows.
- Close skylights.
- Close blinds.
- Close curtains where available.
- Close internal corridor doors where appropriate.
- Cover glazing using prepared materials where appropriate and where this can be achieved safely.

The Federation will continue to strengthen physical security through:

- privacy/security film where appropriate;
- improvements identified through lockdown drills.

Reduce Visibility

Staff should:

- switch off lights;
- switch off interactive screens where appropriate;
- move pupils away from doors and windows;
- position pupils below sightlines where practicable.

Reduce Noise

Everyone should:

- remain silent;
- silence mobile phones;
- avoid unnecessary conversation;
- only communicate where operationally necessary.

Staff should remember that calm adults create calm children.

10. Registering and Accounting for Pupils

Once immediate safety has been established, staff should:

- complete a quick visual headcount;
- reassure pupils;
- complete a full register only when safe to do so;
- inform the admin team of registration/accounting for pupils by phone or email where possible.

The Federation recognises that completing registers too early may increase unnecessary movement and noise. This expectation has been strengthened following the July 2026 lockdown drills.

Missing pupils or adults should be reported using the agreed communication method once it is safe.

The Admin Team will maintain a central record of:

- all pupils;
- staff;
- visitors;
- contractors;
- volunteers.

This information will be shared with emergency services if required.

11. Visitors and Contractors

Visitors remain the responsibility of the member of staff supervising them.

Where safe:

- visitors should be escorted to the nearest secure location;
- contractors should follow staff instructions immediately;
- visitor signing-in records should remain available to the Admin Team.

Reception staff should account for any visitors who remain within Reception.

12. Pupils and Staff with Additional Needs

The Federation recognises that some pupils and adults may require additional support during a lockdown.

Consideration should be given to:

- pupils with SEND;
- pupils with Education, Health and Care Plans;
- pupils with sensory impairments;
- pupils with communication needs;
- pupils with SEMH needs;
- pupils who may become distressed by unfamiliar routines;
- staff with mobility or medical needs.

Where appropriate:

- Personal Emergency Evacuation Plans (PEEPs) should be referenced;
- identified adults should provide additional reassurance;
- reasonable adjustments should be implemented without compromising overall safety.

13. Administration Team Procedures

Upon confirmation of a lockdown, the Admin Team will:

Immediate Actions

- Contact emergency services if required.
- Notify the Federation Headteacher or Head of School.
- Begin an incident log recording all actions, timings and registration details to account for all pupils and staff.
- Secure reception and office areas where safe.

- Ensure external entrances are secured where possible.

During Lockdown

The Admin Team will:

- maintain communication with SLT;
- receive reports regarding pupil accountability;
- prepare parent communications if authorised;
- keep telephone lines available for emergency use;
- avoid sharing unverified information.

Visitors within Reception should be directed to the nearest place of safety where safe to do so.

14. Site Team Responsibilities

Where safe, the Site Team will:

- secure external gates;
- secure external doors;
- isolate access points where necessary;
- support emergency service access when instructed.

No member of the Site Team should expose themselves to unnecessary danger in attempting to secure the site.

15. Communication During Lockdown

Internal Communication

Where possible, communication should be:

- brief;
- factual;
- silent;
- limited to operationally essential information.

Approved communication methods include:

- radios;
- telephones;
- agreed messaging systems;
- runners where necessary.

The Federation will continue developing communication systems following learning from lockdown drills, including the introduction of handbells where appropriate.

Communication with Parents

Where appropriate, parents will receive communication via Arbor.

Parents will normally be asked:

- not to attend school;
- not to telephone the school unless essential;
- to await further updates.

No pupil will be released during a lockdown unless authorised by emergency services or the Federation Headteacher.

16. Ending Lockdown

A lockdown may only be ended by:

- the Federation Headteacher;
- the Head of School;
- the emergency services.

The agreed message will be:

"STRAWBERRY."

Each year, our lockdown 'all-clear' message will change to support us keeping all children safe and preventing repeat of messaging as part of a lockdown by an intruder.

If evacuation subsequently becomes necessary, the all-clear will be communicated first, followed by activation of the fire alarm.

Staff should not resume normal activities until instructed to do so.

17. Recovery Following a Lockdown

The Federation recognises that the recovery phase is an essential part of any emergency response. Returning to normal routines should be carefully managed to support the wellbeing of pupils, staff and families.

Immediate Actions

Once the lockdown has been lifted, senior leaders will:

- confirm that all pupils, staff and visitors are accounted for;
- liaise with emergency services regarding any ongoing risks;
- provide a clear staff briefing before normal activities resume;

- determine whether the school day should continue, be modified or end early;
- ensure any injured or distressed individuals receive appropriate support.

Where appropriate, parents will receive timely communication outlining:

- the nature of the incident (where appropriate and approved by emergency services);
- reassurance regarding pupil safety;
- any changes to collection arrangements;
- sources of support if required.

Pupil Wellbeing

Some children may experience anxiety, confusion or distress following a lockdown, even where no immediate danger existed.

Staff should:

- provide calm reassurance;
- answer questions honestly using age-appropriate language;
- avoid speculation;
- monitor pupils who may require additional emotional support;
- refer concerns to the DSL or Inclusion Team where appropriate.

Children with previous trauma, SEND or anxiety may require additional support following an incident.

Staff Wellbeing

Recognising that emergency situations can be stressful, the Federation will:

- provide an opportunity for staff to debrief;
- review any welfare needs;
- signpost appropriate support services where required;
- ensure learning from the incident is shared constructively.

18. Recording and Review

Following every lockdown or lockdown drill:

The Federation Headteacher (or delegated senior leader) will ensure:

- an incident record is completed;
- timings are reviewed;

- strengths are identified;
- areas for development are agreed;
- actions are allocated with timescales;
- governors are informed where appropriate.

Where required:

- CPOMS records will be completed;
- Health & Safety documentation will be updated;
- premises improvements will be commissioned.

19. Training

All staff will receive lockdown training as part of their induction.

Thereafter training will include:

- annual refresher training;
- briefing following policy updates;
- learning from federation lockdown drills;
- scenario discussions during safeguarding or Health & Safety training where appropriate.

Supply staff, volunteers and regular contractors should receive an appropriate briefing relevant to their role as part of their induction.

20. Lockdown Drills

The Federation will undertake at least one planned lockdown drill each academic year across both schools.

Additional drills may be undertaken where appropriate.

Each drill will include:

- observation by senior leaders;
- completion of a monitoring record;
- debrief with staff;
- pupil feedback where appropriate;
- review of communication systems;
- review of premises security;
- agreed action plan.

Learning from drills will directly inform future policy revisions.

The Federation's July 2026 drills identified several strengths, including calm staff and pupil responses, alongside improvements to communication systems, accounting procedures and physical site security, all of which have been incorporated into this policy.

21. Monitoring

The Governing Board will monitor:

- completion of annual lockdown drills;
- implementation of agreed actions;
- premises security improvements;
- staff training;
- policy compliance.

The Federation Headteacher is responsible for ensuring the policy remains compliant with current guidance and reflects operational learning.

22. Policy Review

This policy will be reviewed:

- every three years;
- following any significant lockdown incident;
- following changes to national guidance;
- following significant site changes;
- following any lockdown drill where substantial amendments are identified.

Appendix A – Staff Lockdown Quick Guide

SECURE AND STAY

STOP

- Stay calm.
- Reassure pupils.
- Stop the activity immediately.

BRING TO SAFETY

- Bring nearby pupils inside if safe.
- Use the nearest secure room.
- Do not return to your own classroom if unsafe.

SECURE

- Lock doors.
- Close windows.
- Close skylights.
- Close blinds/curtains.
- Cover glazing where appropriate.
- Turn off lights.
- Silence phones.

PROTECT

- Move pupils away from doors and windows.
- Keep everyone low and out of sight where possible.
- Maintain silence.

ACCOUNT

- Visual headcount first.
- Complete register when safe.
- Report missing pupils or adults using agreed communication routes.

WAIT

Remain in lockdown until the **ALL CLEAR** is given by:

- Federation Headteacher
- Head of School
- Emergency Services

Appendix B – Admin Team Checklist

- ✓ Raise lockdown alert.
- ✓ Call 999 where required.
- ✓ Inform SLT.
- ✓ Secure reception.
- ✓ Lock entrances where safe.
- ✓ Begin incident log.
- ✓ Account for visitors.
- ✓ Receive reports from classrooms.
- ✓ Prepare Arbor communications if authorised.
- ✓ Await further instruction.

Appendix C - Lockdown Flowchart

Potential Threat Identified

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"SECURE AND STAY"

|



Bring pupils to nearest safe room

|



Secure doors, windows and blinds

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Silence • Hide • Reassure

|



Visual headcount → Register when safe

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Report concerns to Admin Team

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Await instructions

|



"ALL CLEAR"

|



Recovery • Debrief • Review