

St Mary's Rickmansworth C of E Primary School



Lockdown Procedure 2025

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Full lockdown procedure

Introduction

Schools are not required by law to have lockdown procedures in place; however, school leaders should seriously consider developing and practising lockdown procedures so that they can be implemented should a situation where a lockdown is necessary arise.

Implementing a full lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown.

This template outlines the procedure that schools could follow when implementing a full lockdown of the school site; however, schools should cater this procedure to their specific needs.

Full lockdown procedure

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	Headteacher
Liaison with parents	Office staff
Pupil control	Teachers

Signals	
Full lockdown signal	3 short, 3 long, 3 short whistles
All-clear signal	Face to face release via SLT
Evacuation signal	Continuous fire bells

Other arrangements	
'Safe areas'	Classrooms
Outdoor safe area	Designated area of playground
Communication arrangements	Two-way radio Mobile phones Instant messaging/email

Full lockdown procedure	
Initial implementation	✓
The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to, the following: <ul style="list-style-type: none">• An intruder on the school site• A major fire in the vicinity of the school• The close proximity of a dangerous dog, or other animal, roaming loose	

The headteacher makes the decision to implement the full lockdown procedure.	
A full lockdown signal is given.	
Staff use two-way radios or mobile phones to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented.	
The site manager is contacted to ensure they are aware of the implementation of the full lockdown.	
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate action	✓
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area.	
The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.	
The headteacher and site manager check all external doors and windows are locked.	
All internal doors to safe areas are locked and any windows on doors are covered.	
Access points to safe areas are blocked off by moving furniture to obstruct doorways.	
Lights in all safe areas are turned off.	
Classroom teachers or phase leaders conduct a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via two-way radio or mobile phone , and an immediate search is instigated where appropriate and if it is safe to do so.	
Verbal communication via radios or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.	

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.	
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors are kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place to be implemented on the school office phone.	
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.	
Further action after the lockdown	✓
Parents are fully informed of the incident via letter.	
The SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.	