

School Emergency Lockdown Policy 2026-27

At Picknalls, we have a calm and consistent approach to behaviour management. We understand that positive behaviour can be taught and needs to be modelled. This policy outlines our principles and the way the school supports and educates children in managing their own behaviour.

This policy was approved as follows:

Approver:	LAC	Date:	Autumn 2026
Owner:	PFS	Version:	V5
LAC adoption date:	October 2026	Review frequency:	Annually
Status:	Active	Next review date:	Autumn 2027

This policy applies to all School Academy staff, pupils and parents.

Plan Sign-off:		
Role	Signature	Date
Head Teacher	Mrs A Tapp	October 24
Chair of Governors	Mr P Johnson	October 24
HT/Governors		Dec 2017, Summer 21, Oct 24, Oct 26
Head Teacher	Mrs A Tapp	October 25
Chair of Governors	Mr P Johnson	October 25
Head Teacher	Mrs A Tapp	October 26
Chair of Governors	Mr P Johnson	October 26

PICKNALLS FIRST SCHOOL
SCHOOL EMERGENCY LOCKDOWN POLICY
AUTUMN 2026-27

This Lockdown Policy sets out Picknalls First School's arrangements for protecting pupils, staff and visitors in the event of a serious security incident, and reflects the expectations placed on schools by the Terrorism (Protection of Premises) Act 2025 (commonly known as Martyn's Law). Although the Act is currently in its implementation period, the governing body — as the responsible person for our premises — expects the school to take all reasonably practicable steps to prepare for, respond to and recover from a range of threats. This policy describes our public-protection procedures (evacuation, invacuation, lockdown and on-site communication), the roles and responsibilities for implementation (including reporting to the Security Industry Authority where required), training and exercises for staff and pupils, and our approach to recording, reviewing and updating plans so that the school remains as safe as possible while statutory guidance is published and the legislation is brought into force.

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 to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil and visitors to the school and could include:

-  A reported incident or civil disturbance in the local community;
-  An intruder on the school site;
-  A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
-  A major fire in the vicinity of the school;
-  A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever-changing risk/threat.

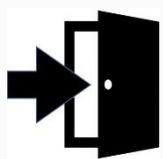
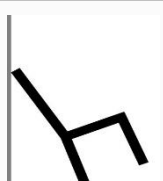
Lead Responsible Person	
Designated Senior Person	Mrs A Tapp
Deputy Designated Senior Person(s)	Mrs A Jones, Mrs S Fenton, Mrs R Milward

Signals	
Signal for Lockdown	Single tone intermittent bells
Signal for All-clear	When the lockdown sounder (as above) finishes

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Main entrance locked manually by Office Staff EYFS to lock 5 classroom doors and 3 hall doors. Year 1 to lock own fire door. Year 2 to lock end of corridor door and toilet doors. Year 3 and 4 to lock own middle door and check fire exits are closed. Kitchen to lock kitchen external door.
Communication arrangements	▪ Two-way radios ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Other
Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves of anyone else in danger. If someone is taken hostage on the premises, consider an evacuation of some or all of the site.	

Ref	Initial Actions	Tick / sign / time
1	SOUND THE LOCKDOWN SIGNAL.	
2	Anyone outside the school buildings should be brought inside as quickly as possible.	
2	All staff and pupils to return to their classrooms/nearest room as quickly as possible. <i>(Staff should not leave classroom to find out what is going on)</i>	
3	Lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
4	Ensure people take action to increase protection from attack: ▪ Lock/Bolt internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds if available ▪ Turn off lights ▪ Stay away from windows and doors.	
5	Remain inside until the lockdown bells finish, the all-clear has been given or unless told to evacuate by the emergency services.	
6	Dial 999 and report the incident to the Police.	

Ref	Secondary Actions	Tick / sign / time
7	Undertake a register as soon as possible.	
8	Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for.	
9	Try to establish as much information regarding the incident as possible.	
10	Dial 999 and update the Police if required.	
11	If safe to do so, check all corridors and toilets.	
12	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
13	If possible, check for missing / injured pupils, staff and visitors.	
14	Staff should encourage pupils to stay calm as far is possible.	
15	If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known.	
16	Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils <u>will not</u> be released during a lockdown.	
17	Continue to follow advice/instructions from the Emergency Services.	

EMERGENCY LOCKDOWN PROCEDURE	
SIGNALS	
Signal for Lockdown	Single tone intermittent bells
Signal for All-clear	When the lockdown sounder (as above) finishes
On hearing the above signal for a school lockdown take the following actions:	
ACTIONS	
	Return to your classroom with pupils, as quickly and safely as possible.
	Close all doors and windows, lock/ bolt if able to.
	Block any access points into the classroom by moving furniture in front of door.
	Draw all curtains/blinds and switch off lights.
	Sit on floor, against a wall if possible.
	Undertake a register as soon as possible. Report any missing pupils to the office by telephone.
STAY IN	Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services. DO NOT leave the classroom to find out what is happening.
KEEP CALM	Keep pupils calm by offering constant reassurance. Keep as quiet as possible.