



Gaywood Primary School

Lockdown Policy

Approved By:	Governing Body
Approved Date:	September 2026
Review Date:	September 2027

1. Purpose

Gaywood Primary School is committed to keeping pupils, staff and visitors safe.

A lockdown or invacuation may be required where there is a threat or emergency on or near the school site and remaining inside, or moving to a safer part of the school, is considered safer than normal evacuation.

This policy forms part of the school's wider emergency arrangements and supports its preparations under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law). Gaywood Primary is a Standard Tier education setting for the purposes of Martyn's Law.

2. School arrangements

Gaywood Primary School is a single-level site. EYFS, KS1 and Years 3 and 4 have classrooms with doors providing direct external access.

The school uses a Bodet tannoy/public address system to communicate emergency instructions.

Depending upon the nature and location of an incident, the school may need to:

- **evacuate** – move away from the premises or affected area;
- **invacuate** – move to a safer place within the school;
- **lock down** – secure all or part of the school; and/or
- **communicate** – provide instructions and information to those on site.

3. Initiating lockdown

A lockdown or invacuation will normally be initiated by the Executive Headteacher or senior member of staff in charge.

The agreed instruction will be communicated using the Bodet tannoy system. The alarm will sound and the following recorded message will be announced:

'Attention. There is a security alert. All students and staff must remain indoors. Please lock your doors and windows. Stay calm and quiet and await further instructions.'

Staff must respond immediately and should not delay while attempting to establish the reason for the instruction.

4. CLOSE procedure

All pupils, staff and visitors will follow the **CLOSE** procedure when lockdown is initiated.

- **C – CLOSE** (*Close all windows and doors*)
- **L – LOCK** (*Lock and secure classrooms and other areas that can be secured*)
- **O – OUT OF SIGHT** (*Move out of sight and minimise or stop movement and activities*)

- **S – STAY SILENT** (*Remain silent and avoid drawing unnecessary attention. Electronic devices should be silenced*)
- **E – ENDURE** (*Remain calm and be prepared to remain in lockdown for a significant period. Stay secure until an authorised all-clear or further instruction is received*)

5. Designated areas

The school's default arrangements are:

- **EYFS** – shared assembly area in the small hall
- **KS1** – shared assembly area in the small hall
- **Years 3 and 4** – secure within classrooms
- **Years 5 and 6** – secure within classrooms

EYFS and KS1 pupils and staff will move promptly and calmly to the shared area normally used for assemblies, where it is safe to do so. Once there, staff will implement **CLOSE**.

Particular attention must be given to securing external doors in classrooms that have direct outside access.

6. Pupils who are outside

Staff supervising pupils outside, including during PE, breaktimes, lunchtimes and outdoor learning, should respond immediately to the emergency instruction.

Where it is safe to do so, pupils should be brought inside and moved to the appropriate designated area. The overriding principle is: Move away from danger.

If reaching the normal designated area would move pupils towards a known or suspected threat, staff should use the safest available alternative and follow instructions communicated through the Bodet tannoy or by the emergency services.

7. During lockdown

Staff should:

- remain calm and reassure pupils;
- secure doors and windows where possible;
- move pupils out of sight and away from external doors and windows;
- minimise noise and movement;
- establish who is present where practicable;
- supervise any pupils or visitors who are with them; and
- await further instructions.

A pupil who is not with their usual class should normally remain with the responsible adult in the secure location they have reached.

Staff must not leave a secure area to search for a missing pupil or adult where doing so could place themselves or others at risk.

8. SEND and medical needs

The needs of pupils with SEND, medical needs or other vulnerabilities will be considered as part of the school's emergency planning.

Reasonable adjustments will be made where pupils may have difficulty understanding or following emergency instructions, have mobility or sensory needs, require medication or equipment, or need additional adult support.

Staff should use calm, simple and age-appropriate language.

9. Visitors

Visitors, volunteers and contractors must follow staff instructions during an emergency. Staff should take responsibility for visitors within their immediate area and include them within the lockdown arrangements.

10. Parents and carers

During a lockdown, parents and carers should:

- not come to the school unless instructed to do so;
- avoid telephoning the school unless essential;
- not encourage their child to leave a secure location; and
- await official communication from the school or emergency services.

The school will communicate with families as soon as it is safe and appropriate to do so.

11. Ending lockdown

Lockdown ends only when an authorised all-clear is communicated through the Bodet tannoy system by a senior leader.

Staff should not open secured external doors during an active lockdown simply in response to somebody knocking or calling from outside.

12. Training and practice

Staff will be familiarised with the school's lockdown arrangements, including:

- the CLOSE procedure;
- Bodet tannoy emergency announcements;
- EYFS and KS1 movement to the shared assembly area in the small hall;
- arrangements for KS2 and pupils who are outside;
- the all-clear procedure.

The school will practice lockdown termly. Exercises involving pupils will be proportionate, age-appropriate and planned to avoid unnecessary anxiety.