

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



LOCKDOWN PLAN

Reviewed: September 2025

Review Date: September 202

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB LOCKDOWN PLAN

PURPOSE OF PLAN

On very rare occasions it may be necessary to seal off the school so that the building is not able to 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 to the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

SIGNALS

Alarm or signal for lockdown/take shelter	Persistent sound of air horn (KS1: located in school offices KS2: located in UKS2 corridor intervention space on shelving)
In the event of the lockdown alarm not being accessible	Word of mouth calmly repeating the word ‘LOCKDOWN’
Signal for stand down / all-clear	Persistent ringing of school air horn alongside staff verbally sharing lockdown is over

Incident Control Officers & Response Team

Role	Name	Responsibilities	Contact Number
Incident Control Lead	Dr Victoria Carr	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services	07922 231216
Deputies	Sharon Liversey	Escort visitors to agreed safe place. Communicate with parents after liaising with Headteacher.	07738164520
	SMO's	Make sure all main access points are secured.	07828 785312 (PF) 07508 452775 (DL)
External Contact	Chris Marchant	Liaise with incident control lead and share information externally if/when needed	07745 876 636
Communications Office	Sue Moss	Liaise with incident control lead and share information with appropriate agencies	07765 848 170

Teachers & support staff	All Staff	<p>Bring class pupils to the nearest classroom or other place of safety. Take register and stay with pupils.</p> <p>Turn mobile phones to silent and screen lighting low.</p> <p><i>Be aware of what intruder/intruders can see and minimise as appropriate.</i></p>	
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SECURITY LOCKDOWN PLAN

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

ACTION	PROCEDURE
Our safe assembly points	<p>Pupils and staff to move into internal spaces or, in the event of the risk/hazard being in the school building, remain in classrooms.</p> <p>Office staff to move to Head Teacher or Deputy Head Office.</p> <p>Visitors remain with the adult they are visiting and move to nearest safe assembly point.</p> <p>Kitchen staff to remain in kitchen areas.</p>
Secure entrance and exit points	<p>Class teachers to close windows and blinds in the classroom.</p> <p>Foxes Classroom – Class teacher to ensure metal shutters are down.</p> <p>Site Maintenance officers to ensure external doors are closed/locked if deemed safe to do so.</p>
Bring pupils inside	<p>In the event of the lockdown alarm sounding, children to be brought straight into classrooms and lockdown classroom/internal areas.</p> <p>Class teacher to take register once in classroom.</p>
Steps to increase protection	<ul style="list-style-type: none"> • Lock internal doors (if door has a lock) and pull down any blinds on windows. If door is not lockable, use furniture to secure doors to prevent entry into room. • Position children away from sightlines from external doors and windows – for example, under a desk or under the internal wall.

	<ul style="list-style-type: none"> • Turn off lights and monitors • Make sure mobiles phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	<ul style="list-style-type: none"> • Staff member phones turned silent. • Turn down light on mobile phone and be aware of what an intruder can see • Text messages may be used to communicate. • Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents during a lockdown	If safe to do so, parents will be texted and emailed with instructions. They will be informed not to contact or come to school until further instructions are given. Telephone lines must be kept free for emergency services.
Arrangements for pupils or staff with additional needs	All children with additional needs will have their needs met by their class teacher/support staff.
Lockdown duration	The school should remain in a state of lockdown until the incident control lead or a member of SLT, or the emergency services, confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	Headteacher to communicate evacuation via text message/word of mouth using the word 'Evacuation'. Evacuation meeting point: Hope Farm Methodist Church. Type of venue: Church Contact name and number: 0151 648 9846 5 minute walk from school. All adults know directions. Staff to supervise children walking to and from Hope Farm Methodist Church Church opening hours.
Security lockdown drills	In line with fire drill schedule. Lock down alarm checks in line with fire alarm checks.

Rooms most suitable for lockdown
EYFS – Hedgehogs – bathroom/nappy changing area Squirrels Nursery and Foxes Pre-school – Foxes with shutters down Reception – open shared area between classrooms and sunny room
RP Acorns - Rooms at rear of RP – dark room RP Butterflies – within own classroom, doors locked RP Ladybirds – within own classroom with doors locked
KS1 – Computing room/classrooms/hall/internal corridors if deemed safe
KS1 office staff: DHT office if deemed safe
Lower KS2 – Intervention rooms x 3, computing room, internal corridor and hall if deemed safe
Upper KS2 – Intervention rooms x 5, internal corridor and hall if deemed safe
Junior Office and/or HT room if deemed safe
IF AN INTRUDER IS IN SCHOOL, THEN ALL CLASSROOMS TO BE USED, LOCKING OR BLOCKING DOORS AND PULLING BLINDS DOWN

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way walkie talkies, office telephones and mobile phones and email/whatsapp group chats may be used to communicate

ACTION PLAN CHECKLIST

Action Plan Checklist	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Incident control lead to dial 999 and inform appropriate agencies	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows if necessary	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the incident control lead and/or emergency services	

BOMB THREAT/OTHER THREAT RECEIVED BY TELEPHONE:

Actions to be taken if a bomb threat or other threat is received by telephone call:

1. Remain calm and talk to the caller.
2. Note the caller's number if displayed on your phone.
3. If the threat has been sent via email or social media - (see appropriate section below).
4. If you are able to, record the call.
5. Write down the exact wording of the threat:
- 6.

HAND INFORMATION TO INCIDENT CONTROL LEAD & POLICE

BOMB THREAT/OTHER THREAT RECEIVED BY EMAIL/SOCIAL MEDIA:

Actions to be taken if bomb threat or other threat is received by email or social media:

1. Do not reply to, forward or delete the message,
2. If sent via email, note the address,
3. If sent via social media, what application has been used and what is the username / ID?
4. Dial 999 and follow police guidance,
5. Preserve all web log files for your organisation to help the police investigation

SAVE AND PRINT

HAND INFORMATION TO INCIDENT CONTROL LEAD & POLICE