



NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL

"Together with love and joy of God, we will discover, develop and maximise potential."

LOCKDOWN POLICY

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| Signed by: | |
| Head Teacher | Julia Dean |
| Chair of Governors | Daisy Barnett |
| Date Reviewed | 21st July 2025 |
| Date of next Review | July 2028 |
| Date received by GB | 25th September 2025 |

AMENDMENT HISTORY

| Date | Issue | Status | Reason for Amendment | Person Responsible |
|-------------|--------------|---------------|------------------------------------------|---------------------------|
| 21/07/2025 | .01 | Complete | Add lockdown procedure to current policy | Policy review committee |
| | | | | |

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The Father has loved us so much! He loved us so much that we are called children of God. And we really are his children. – 1 John 3:1 – ICB

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance. We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

Lockdown Policy

Rationale:

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Currently, there is no statutory requirement to have a lockdown policy or procedures. But we believe we should, at least, consider the need for such procedures as a sensible and proportionate response to any potential threat to the safety of staff and pupils at our school.

Our plan will take into account the available means of internal communication, the age of the school's pupils, the school's site layout and access points, and the school's geographical location. It will include;

- A full-time member of staff should be designated as the school's 'lockdown manager' with a discrete set of agreed responsibilities – Our 'Lockdown Manager' will be Julia Dean.
- Alert staff to the activation of a lockdown plan by a recognised alarm or signal that's audible throughout the school – This will be an intermittent alarm sound from the school office.
- Agree on communication methods during lockdown between members of staff – initially – internal phones and then staff mobile phones if required.

Procedures:

- ALARM – if at all possible, an intermittent alarm bell will be rung – clearly different from a long, consistent Fire Alarm
- If outside, bring pupils from outside the school into the school as quickly as possible

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- Those inside the school should remain in their classrooms
- Children or staff not in class for any reason will proceed to their classroom if they are able to. If not they must go to the nearest occupied classroom and remain with that class and class teacher e.g., Children using toilets or working in a group
- Lock all classroom doors, external doors, windows and air vents where appropriate
- Draw blinds and cover internal door windows
- Staff should move all children away from doors and windows
- Front office staff to ensure that their office(s) are locked and police called if necessary. Lockdown Manager locks the school's front doors and entrances
- Switch all mobile phones to 'silent,' so as not to give positions away
- Ensure arrangements are in place for staff to identify pupils who are not accounted for – if possible staff should notify the front office by phone that they have entered lock down and report those children not accounted for
- **Staff should keep the pupils occupied and calm**
- Emergency services should be contacted as quickly as possible

Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); **the movement of pupils should only be undertaken with the approval of the emergency services**

Avonreach Academy Trust should also be notified at the earliest opportunity - 01386 552471 B & S Educational Training – Emergencies 01239 654571

A lockdown will remain in place until it has been lifted by a member of the school's Senior Leadership Team or by the emergency services

A fire alarm will trump the lockdown, and it will be the cue to evacuate the school – normal fire procedures will be followed.

Lockdown procedures should be regularly supported with staff training refreshers. It is critical that all staff are familiar with the school's lockdown procedures and a lockdown drill is practised at agreed intervals

Parents

Parents should know the school has a lockdown procedure and be given enough information, so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety.

Parents should also be informed not to contact the school during a Lockdown, as contacting the school at this time will block the school's telephone lines when they are needed to communicate with the outside world.

Pupils should not be released to parents during a lockdown.

Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from. Parents should also be made aware of what will happen if the lockdown continues beyond school hours.

Communication

Parents should be informed that the school has a Lockdown Procedure, however the procedure should not be made publicly available.

Lockdown drill information may be displayed in each classroom alongside the school's fire evacuation procedures.

Support for staff and pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.

A reception centre for friends and family may also be set up away from the affected area at Pershore High School.

Security Lockdown Procedure

➤ Key aspects of the following procedures are shared with staff, pupils and parents annually, although not all information to avoid compromise. This template is based on the DfE's [lockdown template](#).

Staff responsibilities

| STAFF MEMBER | RESPONSIBILITIES | EMERGENCY CONTACT NUMBER |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Headteacher (J.Dean) | Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. | 07772 797616 |
| Deputy headteacher (S. Marshall) | Make sure all access points are secured. | 0778470826 |
| Teachers and support staff (J.Clarke) | Bring class pupils to classroom or other place of safety. Take register and stay with pupils. | |
| Site Manager (J.Cross) | Escort visitors to agreed safe place. Communicate with parents/carers. | 07801060715 |

Security lockdown signals

| ALARM OR SIGNAL FOR LOCKDOWN | SIGNAL FOR ALL CLEAR |
|------------------------------|----------------------------------------------------------------------|
| | Dedicated 'lockdown' alarm tone (5x 10-second bursts of school bell) |

Security lockdown plan

| | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Our safe assembly points | <p>Pupils stay in classrooms. Move away from doors and externally facing windows and sit under desks.</p> <p>Volunteers/Visitors stay in classroom or if supporting pupils in library move around partition and into Thrive Room.</p> <p>Pollution or a gas cloud in the area-all pupils, staff and volunteers into the central area of school/library.</p> |
| Secure entrance and exit points | <p>Intruder-Class teachers use classroom keys to secure internal doors.</p> <p>Pollution/gas-SLT quickly secure windows and doors.</p> |

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| <p>Bring pupils inside</p> | <p>Hand bell will be used by Headteacher to replicate lockdown alarm for staff/pupils outdoors.</p> <p>Staff follow fire evacuation procedures to assemble pupils quickly in order to move back into the building.</p> |
| <p>Steps to increase protection</p> | <ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are silent • Turn off fans • Cover windows and air vents (if the risk is pollution or a gas cloud) |
| <p>Internal communication during a lockdown</p> | <p>Staff Whatsapp group used to communicate between classrooms</p> |
| <p>Communication with parents/carers during a lockdown</p> | <p>MIS system used to communicate via texts to parents.</p> <p>First text to state NOT to call school office.</p> |
| <p>Arrangements for pupils or staff with additional needs</p> | <p>No accessibility arrangements needed. Pupils with ASD to share social story about lockdown as part of their provision.</p> |
| <p>Lockdown duration</p> | <p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p> |
| <p>Evacuation plan, if needed</p> | <p>Name: Norton Parish Hall</p> <p>Type of venue: Village Hall/Community building</p> <p>Contact name and number:</p> <p>Include useful information such as distance from school, directions, capacity and opening hours.</p> |
| <p>Security lockdown drills</p> | <p>Lockdown Drills to occur after a fire evacuation drill.</p> <p>Half-termly.</p> <p>Parents informed via school Newsletter.</p> |

Lockdown drill action check list

| Step | Time | Signed |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|
| Sound alarm/signal and begin lockdown procedure | | |
| Dial 999 and alert emergency services | | |
| Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is) | | |
| Account for pupils, staff and visitors using registers | | |
| Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan | | |
| Close blinds and curtains | | |
| Turn off the lights, fans and/or mobile air conditioning units | | |
| Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows | | |
| Stay as silent as possible – put any mobile phones on silent | | |
| Make sure everyone is aware of an exit point in case an intruder gains access | | |
| If possible, check and search for missing or injured pupils, staff or visitors | | |
| Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services | | |

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KEY INFORMATION FOR EMERGENCY SITUATIONS

1. KEY PERSONNEL:

| NAME | CONTACT NUMBER | RESPONSIBILITIES |
|-----------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Julia Dean Headteacher | 07772797616 | <ul style="list-style-type: none">• In charge of crisis management• Liaise with Media if Chair of Governors is unavailable• Contact County and Chair of Governors• Immediate safeguarding of Staff and Pupils• Contact radio stations for school closures |
| Sarah Marshall Deputy Headteacher | 07783470826 | <ul style="list-style-type: none">• Assist Headteacher• Take on Head's responsibilities in case of absence |
| Jackie Cross Office Administrator | 07801060715 | <ul style="list-style-type: none">• Contact Emergency Services with relevant information• Liaise with Emergency Team on arrival• Begin contact with parents• Take out Evacuation Pack (office) |
| First Aiders | | <ul style="list-style-type: none">• School First Aid support |

2. EVACUATION:

- Evacuate building and assemble at Fire assembly Point on School Playground
- Evacuate to Norton Village Hall if needed to leave school site Village Hall 01905 821032
- Keys to these buildings to be kept in school office Evacuation Pack.

3. INFORMATION NEEDED FOR EMERGENCY HELP

- Norton Juxta Kempsey CofE Primary School, Wadborough Road, Littleworth, Norton, Worcester WR5 2QJ
- Ordinance Survey Reference 88308 49972
- Nature of Incident
- Type of help needed
- Emergency Services required
- Exact location of incident + postcode + telephone number
- Number of casualties and nature of injuries
- Hazards which may be encountered by the emergency services at the site

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4. CONTACT NUMBERS

- Police, Fire and Ambulance 999 or 112
- Local Police Station 101 (non-emergency) www.westmercia.police.uk
- Local Fire Station 01684 771 780 (South District Headquarters, non-emergency)
- Worcestershire Council Emergency Number 01905 765886
- Worcestershire Council's Emergency Planning Department 01905 766176
- Anti-terrorist hotline 0800789321
- AAT MAT 01386 552471
- B & S Educational Training (Visit Leader) 01239 654571

5. EVACUATION PACK (to contain the following)

- Critical Incident Folder
- First Aid Information/Medical Information
- Whistle
- Keys to village hall
- First Aid Kit
- School Mobile number
- Asthma Inhaler
- Epi Pen
- Pupil Data information – via Scholar Pack