Lockdown Procedure Statement for Parents and Carers

Reviewed November 2026.

Purpose

At Ravenshead C of E Primary School, the safety and wellbeing of our pupils, staff and visitors is our highest priority. The school has procedures in place to respond to situations where there may be a risk to people on the school site or in the immediate vicinity of the school. These procedures are known as a lockdown.

A lockdown is a sensible precaution designed to keep everyone safe while the school, emergency services or other appropriate agencies manage a situation.

What is a lockdown?

A lockdown is a protective measure used when it is considered safer for pupils, staff and visitors to remain within the school buildings rather than move around the site or leave the school grounds.

During a lockdown:

- Pupils and staff remain in secure areas of the school.
- Teaching and learning may be temporarily suspended.
- Movement around the site is restricted.
- The school follows advice from emergency services and other relevant agencies.
- The safety of pupils, staff and visitors remains the school's primary consideration.

When might a lockdown be used?

A lockdown may be initiated if there is a significant threat to the safety of pupils, staff or visitors either on the school site or nearby. Examples may include:

- A police incident in the local area.
- An intruder on or near the school site.
- A dangerous animal in the vicinity.
- A serious disturbance in the local community.
- A hazardous incident affecting the surrounding area.
- Any other situation where remaining indoors is considered the safest option.

The decision to initiate a lockdown will be made by the Headteacher, a senior leader or, where appropriate, on the advice of emergency services.

How will parents/carers be informed?

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

Depending on the nature of the incident, communication may be made through:

- Class Dojo
- The school website
- Email
- Text messaging

Parents and carers are asked not to come to the school during a lockdown unless specifically requested to do so. Emergency services may restrict access to the area and unplanned arrivals can hinder emergency procedures.

The school will provide updates as information becomes available and whenever it is appropriate to do so.

Supporting children

We recognise that emergency procedures can be worrying for some children.

Staff introduce lockdown procedures to pupils in an age-appropriate manner and provide reassurance before and after any practice drill. Additional support is available for pupils who may find these procedures particularly challenging. Where appropriate, individual arrangements may be developed for pupils with additional needs, medical conditions or SEND.

The wellbeing of all pupils remains a priority throughout and following any lockdown incident or practice.

Training and Practice

To ensure procedures remain effective, staff receive appropriate guidance and the school periodically practises lockdown procedures.

Prior to planned drills, parents and carers will normally be informed. Following a drill, staff review the process and identify any improvements that may be required.

Following a Lockdown

Once a situation has been resolved, the school will work closely with emergency services and the Local Authority, where appropriate, to ensure the safe return to normal school activities.

Parents and carers will be informed when the lockdown has ended and provided with any relevant information about the incident.

If a significant incident has occurred, arrangements may be put in place to provide support for pupils, staff and families.

Reunification Arrangements

In exceptional circumstances, emergency services may require children to be collected from an alternative location or designated reunification point.

If this becomes necessary:

- Parents and carers will be informed of the location and collection arrangements.
- Pupils will only be released to authorised adults.
- Normal safeguarding procedures for collecting children will continue to apply.

Further Information

The school's lockdown arrangements form part of our wider safeguarding, health and safety, and emergency planning procedures.

A full operational lockdown policy is maintained by the school and reviewed regularly by senior leaders and governors. This document contains detailed procedures used by staff and emergency services and is therefore retained for internal use.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.