



PORTFIELDS PRIMARY SCHOOL LOCKDOWN POLICY AND PROCEDURES (DRAFT)

Date	Review Date	Co-ordinator
Sept 2025	In line with legislative changes	Headteacher/Site Manager

Please note, after any lockdown practice, changes may be made and taken to governor meetings.

At Portfields Primary School we recognise a need for a robust and tested school lockdown procedure. 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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. Lockdown procedures may be activated in response to any number of situations, but some more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- Bomb threat
- The close proximity of a dangerous dog roaming loose
- Internal - child behaviour/trying to breach the boundary
- A missing child
- A vexatious parent or carer, displaying violent or threatening behaviours

A lockdown can only be instigated by the Headteacher (in her absence the Deputy Headteacher).

Portfields Primary School have found it helpful to incorporate the following basic principles in their plans:

- Staff are alerted to the lockdown by the lockdown siren and/or a verbal message from the Senior Leadership Team.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, to the nearest possible building.
- Those inside the school will remain inside their classrooms.
- All external doors and windows are locked.
- No movement through the school.
- Once in lockdown mode, staff will ensure all pupils are accounted for.

- Staff will encourage the pupils to keep calm.
- The School will establish communication with the Emergency Services as soon as possible.
- Milton Keynes Council will be notified of the lockdown.
- Parents will be notified as soon as it is practicable to do so via ParentMail.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will sound and staff and pupils will make their way to the designated evacuation area.

It is of vital importance that the Portfields Primary School lockdown procedures are familiar to all staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils may also be aware of the plan (regular practices will increase their familiarity). Parents will know that the school has a lockdown policy, with a copy on the school website.

Only the Headteacher (in her absence the Deputy Headteacher) or the Emergency service will instigate the 'LOCKDOWN PROCEDURE'.

Communication between parents and school

In the event of a lockdown, we will communicate any incident or development to parents as soon as practicable. It is obvious that parents will be concerned and regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given information about what will happen and that the Senior Leadership Team will focus on communication for all parties involved.

Parents;

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger

Our initial communication will advise that ***'the school is in a full lockdown situation. During this period the reception and entrances will be unmanned, external gates and doors locked and nobody allowed in or out'***

Emergency Services

We will keep lines of communication open with the emergency service as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the Headteacher regarding the timing of communication to parents.

Lockdown procedure

Script to be used by staff for children during partial lockdown "We are in partial lockdown. Please stay calm and follow instructions so we can keep you safe."

Senior Leadership Team (SLT)	<p>SLT to set off the Lockdown siren (in reception) to alert staff across the school. The alarm will sound for approximately 5 minutes.</p> <p>SLT will alert staff by phone in Year 6.</p> <p>SLT to physically alert any staff and children outside.</p> <p>SLT to lock the door to the quad (Brachiosaurus classroom and Year 5 entrance)</p> <p>Contact emergency services</p> <p>Authorise and organise ParentMail communications to parents</p> <p>Contact Milton Keynes Council</p> <p>Contact staff due back on site that school is on lockdown</p> <p>Conduct an ongoing and dynamic risk assessment based on advice from the emergency services</p> <p>Alert staff when lockdown lifted</p>
Reception area/offices/staff	<p>Reception area to only be used in the case of an emergency and under the instruction of a senior leader.</p> <p>Reception staff to ensure the entrance gate is locked and do not allow any visitors on site.</p> <p>Reception staff to turn off air-conditioning unit and reception lights</p> <p>All office windows to be locked and blinds pulled down, (Headteacher, Deputy Headteacher, Assistant Headteacher, Bursar/Personnel, T&L support)</p> <p>Download registers from InVentry onto tablet</p> <p>To carry out any duties delegated by SLT</p> <p>Office staff and reception staff to go to the main office (Bursar and Personnel office)</p>
Classrooms / Shared areas / Bistro / Hive / Community Room / Speech and Language room / Sensory room/Medical	<p>All outside activity will cease immediately, pupils and staff return to the nearest building</p> <p>All staff and pupils remain inside the building.</p> <p>Staff to barricade doors with chairs and tables.</p>

room/ICT Suite/Rainforest library/ Space library/Music room	<p>Staff and pupils to get under the desks. EYFS to sit on carpet area out of sight of the door.</p> <p>Children and adults must not leave their classroom/area, unless advised by SLT</p> <p>Lock all doors. Lock all windows by ensuring window handles are completely down and pull down blinds</p> <p>Headcount</p> <p>Lighting reduced; lights off, Smart boards off, laptops closed, mobile phones on silent</p> <p>All air-conditioning units to be turned off No movement around the school</p>
Halls	<p>Lock all doors</p> <p>All children moved into the centre of the hall, out of sight of the door.</p> <p>Do a headcount of children</p> <p>Keep the children calm and quiet as possible</p> <p>Lighting reduced; lights off, laptops closed, projectors off, audio equipment off, mobile phones on silent</p> <p>Children to only use the toilets accompanied by a member of staff</p>
Forest School / Outdoor lessons	<p>Remain in the Forest School. If PE/Orienteering - return to the school building.</p>
Site Manager / Caretaker	<p>Activate fob doors</p> <p>Go to the nearest classroom after locking the areas and do not leave unless advised by SLT</p> <p>Walkie-talkies to be turned down</p>
Staff room/PPA area	<p>Staff to go to the nearest year group to support (may not be your usual year group). Please ensure you do not all go to the same classroom</p>
PPA area in reception	<p>Staff to go to Swifts or Herons to support</p>