



Elton Primary School & Nursery

Lockdown Guidance and Procedures; and Protective Security

In our school, the wellbeing and education of all our children comes first

FGB	Summer 2025
Review	Summer 2026

Note: this policy should be read in conjunction with the school's critical incident and fire evacuation policies. It details procedures around how to evacuate and how to lockdown school. It also contains key security advice that could be pertinent before, during or after and critical incident.

Lockdown guidance and procedures

There are wide varieties of scenarios, which may trigger a school's lockdown procedures. Some examples may include:

- 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, gas leak, chemical leak, road traffic accident... in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animal

Key principles:

- Staff are alerted to the activation of the plan by recognised signals, audible throughout the school – **continuous whistle or yard alarm activated.**
- Pupils who are outside of the school building are brought inside as quickly as possible - if it is safe to do so.
- If there is a need for a Lockdown when children are on the yard the whistle will be blown continuously. Staff who hear the signal will themselves whistle – helping to ensure everyone can hear the alarm.
- Children should line up and be taken in **STRAIGHT AWAY.**
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing – if it is safe to do so).
- Staff should use the class phones to call the office 01244 667750 if there is an issue.
- **ALL staff must remain CALM – even if they are not!**
- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- The Local Authority should be notified via the appropriate number using those detailed in the critical incidence policy.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; however, parents are not permitted to collect their children during a lockdown procedure .
- If it is necessary to evacuate the building, the fire alarm will be sounded .
- Staff should await further instructions.
- It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching staff.
- Depending on their age, pupils should also be aware of the plan.
- We will aim to - "Practice without panic".
- We will remember to - "STOP, LOOK, THINK, BREATHE, DO".
- SLT will call for first-aiders, if necessary.

Elton Primary School's Lockdown Arrangements

The school has two levels of Lockdown – PARTIAL (soft) and FULL (hard). Necessary decision will be made by the HT/DHT or senior teacher in charge

- **Partial Lockdown:** This may be a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school e.g. a dangerous dog on the yard, large quantity of wasps, arguing parents on the yard... It may also be as a result of a warning being received regarding the risk of air pollution, etc.
- **Partial lockdown is a precautionary** measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.
- **Full Lockdown:** This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

If it is safe to do so, allow people access to toilets and drinking water

Partial Lockdown (soft lockdown) procedures:

Alert to staff: Once the HT/DHT has decided to instigate a partial lockdown, the office staff will:

1. inform all classes and state 'Partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them.
2. Call the Site Manager to ensure that he is aware of the Partial Lockdown status.
3. If appropriate contact the Local Authority and Emergency Services (probably Police).
4. Windows and doors may need to be closed and blinds pulled down/closed where possible.

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building – if it is safe to do so - closing doors behind them.
- DHT/HT will walk around the outside perimeter of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the whistle will be blown and alarm activated as a prompt for children and staff to come inside; senior staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils will remain in building and external doors and windows closed/locked.
- Site Manager (if he is in school) and HT/DHT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door and EYFS) will be locked.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.

- All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment possibly based on advice from Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- SLT will inform classes verbally when the lockdown is over.

Full Lockdown (hard lockdown) procedures:

Alerting staff of Lockdown procedures: Once the HT/DHT has decided to instigate a full lockdown, the office staff will:

1. Inform classes of a 'Full lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants.
2. Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process (if he is on site).
3. Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- Office staff will pull down office blind and ensure the door locks are operational. This will still enable communication with the most of the school and emergency services.
- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room.
- Site Manager (if he is on site) and HT/DHT will walk through the school and ensure that all external doors are closed and not able to be opened from outside.
- If an incident takes place inside school and staff are outside and it does not appear to be safe to take children indoors, staff will take children to a local 'safe haven' – the community centre will be the first option for this.
- Classroom doors closed and locked with keypads where this is possible. Classroom windows will be closed/locked and blinds will be drawn.
- Pupils sit together, quietly and out of sight as much as possible
- Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register. Call through to the office (using their own phone or class landline (01244667750) ONLY IF A CHILD IS MISSING HT/DHT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is not apparent risk to that vicinity.
- Children should be told that if they are not in their class at the time of the incident, they should make their way to the nearest classroom.
- Staff should avoid making unnecessary calls to the central office as this could delay more vital communication.
- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- SLT will inform classes verbally when the lockdown is over.

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information.
- In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable but only following Police advice. Parents will be

concerned but regular communication of accurate information will help to alleviate undue anxiety.

- The office staff, once secure themselves and have instigated all other processes outlined above, **AND ONLY FOLLOWING POLICE ADVICE** will send a text message stating '***The school has gone into full lockdown. Every effort is being taken to keep the children safe. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your child***'.
- 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.
- Governors who are most likely to not be in school at the time of a lockdown will be informed by text message or e-mail. They should support parents and reinforce the need to remain calm and reassure them that more details will follow as soon as is practicably possible.

Key Approaches in Protective Security

1. **The Power of Hello**
2. **Scan**
3. **HOT protocol**
4. **4 Cs Protocol**
5. **Run, Hide and Tell**
6. **Dealing with Bomb Threats**
7. **Training and reference documents**

1. The Power of Hello

If staff see adults acting suspiciously (see SCAN below) they will approach them to ask to ask if they need help.

The 'power of hello' is about approaching a person (if safe to do so), whose activity could be considered suspicious; this can disrupt potential criminal activity. It shows the individual that you have noticed them and are aware (vigilant) of activity being conducted in and around your setting.

2. SCAN

See, Check and Notify (SCaN) aims to help businesses and organisations maximise safety and security using their existing resources. These principles can be applied to our school. The headteacher should be informed of any suspicious incidents.

SEE - be vigilant for suspicious activity.

Suspicious activity occurs when you recognise actions that may indicate pre-operational planning associated with dishonest activity resulting in terrorism or crime. Suspicious activity occurs when you recognise actions that may include:

- someone trying to remain hidden or out of view.
- someone covertly or overtly taking photographs of security measures, such as CCTV, access controls, entrances and exits, or staff.
- a bag being left in a normally crowded area, or by an entrance/exit.
- someone attempting to gain entry to restricted areas.

- someone loitering in restricted or non-public areas.
- someone asking unusual questions

A vehicle could also seem suspicious if:

- it is positioned in an unusual way (mounting a curb close to the entrance/exit or the side of a building).
- appears abandoned.
- contains passengers who are observing the setting and are not known to staff and do not appear to be dropping off or collecting anyone.
- contain items like petrol cans, flammable liquids or knives or weapons.
- be driving a number of times along the same route around the site.
- have window tints that restrict your ability to see inside the vehicle and its occupants.

Seeing a vehicle behaving suspiciously should prompt staff to consider if there have been any other suspicious activity around the site.

CHECK - Use the 'power of hello'.

The 'power of hello' is about approaching a person (if safe to do so), whose activity could be considered suspicious; this can disrupt potential criminal activity. It shows the individual that you have noticed them and are aware (vigilant) of activity being conducted in and around your setting.

NOTIFY - reporting suspicious activity

If a person or vehicle is on site and you are suspicious about their intentions or activity, then you may need an immediate police response (dial 999 for the police).

It is beneficial for the person to be on site when the police are called. If the person has left the scene and the route, they took is unknown, or a significant period of time has elapsed since the incident, you should:

- contact the Anti-Terrorist Hotline on 0800 789321 or
- report the incident online or
- call 101

You can also report suspicious activity online, in confidence to the Action Counter Terrorism (ACT) website. Alternatively, the ProtectUK app brings together many different ways of reporting incidents.

Use the HOT protocol (see below) to judge whether an item seems suspicious, after considering all the information available to you and local context to the situation in each case.

3. HOT protocol

Hidden?

- has the item been deliberately hidden, or has a deliberate attempt been made to conceal it from view?

Obviously suspicious

- are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- has the item been found after seeing suspicious behaviour? Ask if anyone nearby has left the item or saw who did.

Typical of what you would expect to find in this location?

- consider whether unusual looking tools, devices or cables are likely to have been left innocently by others or maintenance staff working in the area
- does it look typical of what would be expected to be in that location?

Based upon what you can see, do you think the item poses an immediate threat to life? If the item is assessed to be unattended rather than suspicious, carefully examine further and assess before applying lost property procedures.

Suspicious items represent a potential risk to life. Where an individual has identified a suspicious item, they may need to take immediate action to move people away and contact the police.

Assistance should be provided to cordon off an area. This is crucial for the safety of all staff and learners and is particularly important for vulnerable learners such as early years, primary aged and learners with SEND.

4. **The 4 Cs protocol (Confirm, Clear, Control, Communicate)**

If you believe the item is suspicious and represents a possible risk to life, then continue with the 4 Cs protocol (Confirm, Clear, Control and Communicate). These should all be considered concurrently.

Confirm – whether or not the item has suspicious characteristics.

- this is a critical part of the process and should be considered using all available information to hand before using the HOT protocol to judge whether an item seems suspicious.
- if you believe the item is suspicious and represents a possible risk to life, then consider the item as suspicious with relevant partners and continue with the 4 Cs protocol (**Confirm, Clear, Control and Communicate**).

Clear – the immediate area.

- do not touch the item.
- take charge and move people away from the item.
- consider evacuation procedures to quickly alert people to clear the area and move to pre-arranged muster points based on the size and location of the item

Control – access to the unsafe area.

- prevent others from approaching the unsafe area.
- keep eyewitnesses on hand so they can tell police what they saw and try to obtain the contact details of witnesses before they leave.

Communicate

- inform your senior staff and any security officers; explain why you consider the item suspicious.
- do not use radios or phones within 15 metres of the item; this is about the length of 3-4 cars.
- call 999 to alert the police.

5. **RUN HIDE TELL**

All staff, including regular contractors such as cleaning and catering staff, need to be able to make informed choices when faced with a terrorist incident. Understanding and remembering the RUN HIDE TELL principles, combined with good knowledge of your site, its capabilities and your emergency procedures will help people respond dynamically to each unique incident.

Knowledgeable staff should guide less knowledgeable people, such as learners, visitors, any contractors, and any members of the public.

RUN

- if you can, locate the threat using sight and hearing.
- if there is a safe route, run.
- insist others go with you, but don't let their hesitation slow you down.
- don't waste time filming videos or collecting belongings.
- running to safety is your best option.

HIDE

- if you are unable to run, hide.
- if possible, lock yourself in a room with solid walls, barricade yourself in and move away from the door.
- find cover that can withstand threats such as a knife attack.
- you may need to use any hiding place that puts you out of sight of the attacker.
- be very quiet and still, silence your phone and turn it off vibrate. Avoid any noise or movement that will attract the attacker.
- stay hidden until you are rescued by identifiable police emergency responders.

The principles of HIDE are the same as what you need to do in a lockdown. HIDE is an individual response to a threat, whereas lockdown is an overall site response strategy, decided by the incident leader.

TELL

- call 999 only when you are completely safe to do so.
- listen carefully to the operator and give as much information as you can.
- if it is safe to do so, stop other people going towards the danger.
- can you also alert other staff in the building to the threat?

For learners and staff with SEND, it may be difficult to embed RUN HIDE TELL principles. School will therefore adjust the generic plan to consider the impact of disability and plan holding areas if necessary; this includes making alternative arrangements for learners with SEND.

Dealing with Bomb Threats

A bomb threat is where an individual places an article or communicates information with the intention of inducing a person to believe that something is likely to explode or ignite causing harm within an educational setting.

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Most bomb threats are hoaxes designed to cause fear and disruption. Terrorists and others may make hoax bomb threat calls to intimidate the public, to draw attention to their cause and to mislead police.

A bomb threat may be communicated in different ways:

- phone call.
- recorded message, possibly using a text-to-speech synthesiser or a soundboard.
- communicated in written form.
- delivered face-to-face.
- sent by email or social media.
- via an independent third-party, i.e. a person or organisation unrelated to the intended victim and selected only to pass the message.

All bomb threat communications are a crime and should be reported to the police by dialling 999, no matter how ridiculous or implausible the threat may seem.

How to immediately respond to a bomb threat?

If the threat is made by phone or in person, try to keep the speaker talking to gather more

details about the bomb, for example when they say it will go off, or their motives. Take in as much information as possible **(the office have forms to use during any threat call)**

- can you remember or record the exact wording they use?
- what can you tell about the person making the bomb threat (e.g. accent, gender, background noises, visual appearance)?
- do you have information about their identity. For instance, what phone number, email address or user ID are they using?
- Office staff have a bomb threat checklist on their workstation walls. It will help you remember what to do and observe, and to record details about the threat immediately. If you cannot use a bomb threat checklist, then you should still try to log as many details as you can about the threat.

You should also:

- call the police on 999 as soon as possible, and share all details of the threat. • (if you are receiving a bomb threat call, try to attract the attention of a colleague who should immediately dial 999).
- escalate the incident to the Security Lead or another senior member of staff who can best lead your setting's incident response, and relay any police advice to them.
- Record and retain all evidence and make this available to the police. Ways of doing this include:
 - If you received a threat on a landline, you should dial 1471 after the call to try to identify the phone number they used.
 - Do not delete, reply or forward any emails, text or voice messages, this will prevent others from disturbing the evidence.
 - Complete and retain your bomb threat checklist or other incident log.

The police may be able to advise on your response to the incident, including how to manage risks and keep people safe. However, the incident lead should consider the following:

- which exit/evacuation routes will be safe to use?
- context: is there anything that has happened before now that may be linked to this bomb threat, such as a pattern of previous threats or recent reports of suspicious behaviour, or could it be a last day of term prank? What extra information does the context give you about the credibility of this threat?
- is someone able to check recent CCTV footage? Would this give you useful additional information?

Training and reference documents

The "Protective security and preparedness for education settings" document details comprehensive advice for schools security:

<https://www.gov.uk/government/publications/protective-security-and-preparedness-for-education-settings>

Free online training is available for school staff at <https://www.protectuk.police.uk/group/99>