Ashfield Junior School

Inspiring our children to dream big, be extraordinary and to change the world

Lockdown Procedures

Date agreed: October 2025

Date of next review: October 2026

Aims of this policy

All schools should consider the need for robust and tested **school lockdown procedures**.

The Terrrorism (Protection of Premises) Act 2025

(https://www.legislation.gov.uk/ukpga/2025/10/contents) (the Act) became law 3 April 2025. It is commonly known as **Martyn's Law**, and is named in honour of Martyn Hett, one of the 22 people killed in the 2017 Manchester Arena terrorist attack. Martyn's mother, Figen Murray, campaigned over many years for a new law to better protect the public in the event of a terror attack.

To comply with the Act, school settings will need to have appropriate procedures in place. This includes:

- evacuation (to get people out of the building)
- invacuation (moving people to a safe place)
- lockdown (to secure the premises against attackers)
- communication.

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 pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);

2. An intruder on the school site (with the potential to pose a risk to staff and pupils);

3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);

4. A major fire in the vicinity of the school;

5. The close proximity of a dangerous dog roaming loose.

Lockdown Procedures

Following the DfE's guidance Martyn's law for education settings - GOV.UK (Sept 2025) all schools must have appropriate procedures in place. To comply with the Act, our procedures in the event of an incident are listed below. To ensure that staff have a good understanding of their role, the School will practise a lockdown drill. When practising a drill, every effort will be made to ensure that pupils do not panic at that they are safe.

Lockdown procedures		
How will you alert staff if a lockdown was needed?	Headteacher (Deputy Headteacher in his absence) would inform the school office to go into lockdown and to contact the classrooms. Staff in the office would telephone each classroom. All staff have been informed of this procedure. Staff would call the caretaker and school chefs (Caterlink) on his mobile phone and telephone. Headteacher (Deputy Headteacher) will walk around the school site where interventions may be to inform of lockdown procedures and to return to class.	Headteacher Office staff Office manager Headteacher
Communicate the 'all clear' message	Telephone classrooms for all clear	Office staff
Staff, new staff, temporary staff know how a lockdown would be communicated /sounded?	This will be in the staff handbook and school emergency plan. Staff will be informed at annual safeguarding updates and reminded throughout the year. The lockdown procedures will be practised annually. Temporary staff (e.g. supply teachers) will be informed of the procedures on entering the school)	Headteacher
Ensure your procedures consider other factors e.g. notifying group leaders on school trips / visits that the school is in lockdown.	Phone call to group leader on school trip that the school is in lockdown and not to return to school. Make arrangements for safe collection of pupils by notifying parents. Contacting and communicating message to parents (using SchoolComms systems)	Office manager Headteacher Office staff
What happens if you have people 'remote' on site such as on PE playing fields. How are communications dealt with for them?	Headteacher (Deputy HT in their absence), to go to the area first to recall the children back to school	Headteacher
Can site staff secure the perimeter effectively? How many gates / access points are there that need securing?	Close and lock the carpark and school gate with the padlock.	HT or Office staff
Ensuring all children are accounted for	Teachers/TAs to do a class register	Teachers/TAs
All other entrance/other	Site security – staff member responsible to make sure all doors and windows are locked	Caretaker Headteacher

external doors/windows to be locked.		
Classroom doors	Classroom doors should be locked (including lock-backs on fire exits around the school). Classroom doors should be locked to prevent anyone entering the classroom. All children should be accounted for before the doors are locked	Teachers and TAs
Classroom windows	Windows should be closed. Blinds should be pulled down	Teachers and TAs
After-school clubs	Same procedure applies in classrooms or dining hall. Informing after-school club providers with information and providing a copy of the lockdown procedures.	Headteacher (or SLT member) to lead on procedure Headteacher
Conduct an ongoing and dynamic risk assessment based on advice from the emergency services	Senior member of staff to communicate with the emergency services for updates and advice with the lockdown in place.	Headteacher (Deputy Headteacher)

Invacuation procedures		
How will you alert staff if a invacuation was needed?	Headteacher (Deputy Headteacher in his absence) would inform the school office follow the invacuation procedures (e.g. should children be at playtime/lunchtime) Headteacher (DHT) to inform staff on the playground and sound the air raid siren located in the school office cupboard Staff would call the caretaker on his mobile phone. SLT to ensure that no children are still outside and left on the school playground.	Headteacher Headteacher Office manager SLT
Once inside the school. Lockdown procedures (see above apply).		

Evacuation procedures (evacuating the school building and school site)		
How will you alert staff if an evacuation was needed?	Headteacher (Deputy Headteacher in his absence) would inform the school office to follow the evacuation procedures	Headteacher
	Headteacher will inform Merry Hill Infants that Ashfield needs to be evacuated and to prepare arrival of children	Headteacher
	Staff would call the caretaker on his mobile phone.	Office manager
	Alert staff to evacuate the school building by sounding the fire alarm	Caretaker / Headteacher
	Staff will follow the same procedures that we use for a fire drill - All staff and pupils to leave the school building and walk to the KS2 playground	Leading staff
	- Office staff to take registers and walk to the playground	Office
	- Support staff to check hidden areas (e.g. walk in cupboards, toilets etc) and close doors behind them if empty	Support staff
	- HT to walk route checking dining hall, Music room, kitchen, Library, school hall and down to Year 6	HT
	- Staff to close doors behind them when empty	Staff
	- Teachers to take a register	Teachers
	- Office manager to register visitors to the school	Office manager
	- Staff and office manager to confirm that everyone is accounted to the headteacher	Staff
	The Headteacher will inform staff to evacuate the school site. Staff and children will need to walk to Merry Hill Infants School.	Headteacher
	Staff and children will exit the school by walking to the locked gates next to Year 4 and walk up School Lane towards Merry Hill Infants.	Staff
	School will congregate at Merry Hill Infants (playground or school hall – depending on weather).	
	Teachers will retake a register to account for all pupils	Staff

In the event of a real lockdown, the following procedures will be followed:

Call 999 if you are not already in contact with the police	Office Manager
Padlock the carpark and front gate	Headteacher (DHT or office staff in their absence)
Contact all staff via telephones in classrooms	Office staff
Contact the caretaker	Office staff
Contact HCC Resilience Team Officer 07919 391 934 to inform that lockdown procedure is in place and inform: Also, contactable by email: resilience.team@hertfordshire.gov.uk - Location – Where is the threat? - Direction – Where did you last see the threat? - Descriptions – Describe the threat, numbers, features (clothing, weapons etc) - Further info – casualties, type of injury, building info, entrances, exits,	Office manager
Walk around the school (to inform staff/pupils in communal areas to return to classrooms). Visitors to be escorted to the staffroom.	Headteacher (or SLT)
Once all students are accounted for in their classrooms, classroom doors should be locked and students asked to sit quietly away from sight	Teachers / TAs
Windows should be closed and blinds pulled down	Teachers / TAs
Lights turned off	Teachers / TAs
Ensure that your school has an agreed method of communication E.G. telephones in all classrooms	Office staff / teachers / TAs
Ask everyone to remain silent	Teachers / TAs
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.	Headteacher / DHT
After any lockdown incident, the Chair of Governors will be informed at the earliest opportunity	Headteacher

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by usual SchoolComms, or via the school website.

In the event of an actual lockdown, development is communicated to parents as soon as is practicable. Parents will be extremely concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen so that they:

- 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;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

Parents and Carers should be aware of the following:

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

It is important to keep lines of communication open with Emergency Services 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 with parents.

Resilience Team (HCC)

Advice from HCC Resilience Team as follows:

If the lockdown is police driven then call the Resilience Team next.
If it is self-imposed, (e.g. by the Headteacher or another member of staff), the advice is to call the Police and then the Resilience Team. The Resilience Team will escalate internally on both counts.