



BURGHFIELD ST. MARY'S C.E. PRIMARY SCHOOL LOCKDOWN PROCEDURE

June 2026

Document Control

Member of staff responsible for review and update:	SBM
Approved By: (FGB/Cttee/SLT)	FGB
Date:	June 2026
Date of next review:	June 2027
Category (Statutory/Non-Statutory):	Recommended
Required on website:	Yes

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Lockdown Procedure (Martyn's Law Ready)

Purpose

This procedure supports the school's response to any incident requiring immediate restriction of movement to protect pupils, staff and visitors. It aligns with the Government's guidance for the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) Standard Tier duties and ProtectUK advice.

Possible Reasons for Lockdown

An armed or dangerous intruder; terrorist incident nearby; police instruction; dangerous animal; hazardous chemical release; serious local emergency; other significant threat.

Lockdown Signal

Internal: WHOOP WHOOP WHOOP alarm/sounder.

External: Air horn.

The '**All-clear**' will only be given by the Headteacher, Deputy Headteacher, Police or emergency services (in person to each class/area).

Immediate Actions – CLOSE

Close all doors and windows.

Lock all external and internal doors where possible.

Out of sight and minimise movement.

Stay silent and switch mobile phones to silent.

Endure until the official all clear.

Staff Actions

Bring everyone inside immediately where safe to do so. Secure classrooms, cover vision panels where available, keep pupils calm, take an **emergency register**, email or phone the office with numbers and report missing persons only if safe. Do not open doors until authorised.

Office Actions

Call 999 immediately if not already done. Maintain communication with emergency services. Notify West Berkshire Council emergency line if appropriate. Send parent communication only when authorised by the Headteacher/DHT or Police.

Visitors and Contractors

Visitors remain with the nearest member of staff and follow instructions. Signing-in records should be available to assist emergency services.

Pupils with Additional Needs

Individual support arrangements should be considered within Personal Emergency Evacuation Plans (PEEPs) where required.

Give the 'All Clear'

The All Clear must be done in person by the Senior member of staff (HT/DHT) or SBM.

After the Incident

Record the incident, debrief staff, provide well-being support, review lessons learned and update risk assessments and procedures.

Training and Drills

Lockdown drills should take place at least termly, be recorded, and include an annual staff briefing and induction for new staff. Governors should receive annual assurance.

Communication to Parents

Parents will be informed through the school's messaging system when safe to do so. During a lockdown, parents must not come to the school unless instructed by emergency services or the school.

Lockdown Action Check List

Use this checklist (see next page) to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Lockdown Action Checklist

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 and fans		
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		