



Newdigate C of E (Endowed) Infant School St. Michael's C of E Infant School

Dynamic Lockdown Procedure

Last reviewed: May 2026

Review Date: May 2027

The school will keep its emergency and lockdown arrangements under review in line with the Protect Duty (Martyn's Law), relevant DfE guidance and local authority emergency planning guidance.

Whilst it is an uncomfortable thought that any school would need to respond to such a critical incident, it is entirely appropriate that we develop well planned procedures and response that would be used in the event of this happening. In all areas we have considered appropriateness in our infant school context and made decisions that would prepare us but not cause any unnecessary anxiety to our children.

The following information sets out the background to the procedure and the need for it, which was taken from the publication: <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

Why develop dynamic lockdown?

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown. Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

- STAY SAFE principles summarise actions that people should take in the event of a firearms or weapons attack. They contain the main messages of RUN > HIDE > TELL

Lockdown procedures may be activated in response to any number of situations, but some of the 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
- The close proximity of a dangerous animal

The school's lockdown plan is as follows:

There are 2 types of lockdown, full and partial.

1. Partial Lockdown

Alert to staff: 'Partial lockdown' ('end of lockdown' used to terminate lockdown)

In a partial lockdown our staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. This may be as 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (This will be communicated to staff in outside areas using walkie-talkies or if that is not possible verbally.)
- All staff and pupils should remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat. They will then inform the **Area Schools Support Team**.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

2. Full Lockdown

Alert to staff: 'Full lockdown' ('end of lockdown' used to terminate lockdown)

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

- All pupils/staff to stay in their classroom or move to the nearest classroom or protected space.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls). See school map showing possible safer spaces.
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Staff should await further instructions.
- Staff should encourage the pupils to keep calm.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the walkie-talkies.

Parents will be notified as soon as it is practicable via Parentmail and the website (only when appropriate via guidance from Emergency Services)

Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a partial lockdown drill will be undertaken at least once a year.

We will discuss full lockdown using table top exercises as we feel it would cause undue stress to our infant children. Staff will be alerted to the activation of the lockdown drill in advance.

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or given a clear step down instruction on the walkie-talkie system; this will include being told the situation is under control and the class can resume activities as normal.

Obviously the nature and seriousness of the incident will determine how much stress and anxiety has been caused to adults and children and this should be taken into account when determining the next steps following the all clear. If appropriate counselling will be provided to adults and children.

Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Any incident or development will be communicated to parents as soon as is practicable via **Parentmail**.
Lockdown message is:

'The school is in a full/ partial lockdown situation; we are doing all we can to keep your child safe. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out. We will endeavour to keep you informed. Please await further instructions and do not attempt to come to the school site until you have been informed to do so. You do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.'

Should parents be present at the school during a lockdown **under no circumstances should members of staff leave the building to communicate directly with them.**

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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 with regarding the timing of communication to parents.

Further advice and guidance can be found on the publication:

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is usually a cue to evacuate the building. When in lockdown staff should wait to see if the alarm stops (staff will checking which zone was activated). If it does they should wait and a further activation would signal immediate evacuation is required. If it does not stop they should evacuate as usual.

During the lockdown, staff will keep agreed lines of communication open (walkie-talkies) but not make unnecessary calls to the central office as this could delay more important communication.

Nominated staff Lockdown Managers: to initiate, manage and conclude the lockdown. They will also communicate with emergency services.

Gayle Priestley / Nicky Cleather

Nicky Cleather / Judith Moore / Becci Chapman

Staff will be alerted to the activation of the plan by the code word 'Lockdown- full' or 'lockdown-partial' using the walkie talkies that are situated in all classrooms and the Rainbow room.

Staff outside will be given a verbal message from nominated leader and brought inside as quickly as possible.

Staff in The Rainbow Room (Newdigate) should close all doors and remain in the room for any lockdown. They can communicate to the school office to decide if it is safe for them to move to a classroom for partial lockdown.

Pre-school staff (Newdigate) will be informed of any lockdown.

If it is necessary to evacuate the building, the fire alarm should sound.

In the event a school is in lockdown and the fire alarm sounds, the school will contact the emergency services as in a normal fire alarm activation. **An office staff member** will go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the

alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Staff's understanding will be regularly checked with regular training refreshers, including table top exercise once a year. Parents will be informed about the school's lockdown plan.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

Useful contact numbers

South East Surrey (Mole Valley, Reigate & Banstead, Tandridge)

Ann Panton, Area Schools Officer – 01737 737960 / 07976 924186

SCC Strategic Risk Management Team

Lesley Graham

Head of Health and Safety Lesley is the Head of Health and Safety for Surrey County Council. S

he has oversight of all policies and legislation and works closely with other teams in SCC to support schools.

Phone: 07794 252381 Email: lesley.graham@surreycc.gov.uk

Policies and procedures

Complex health and safety enquiries Emergencies HSE accident investigation

Emergency "Out of Hours" Duty Management Officer

01483 517898



Newdigate/St. Michael's C.E Infant School Lockdown Summary Guidance

<p>Partial Lockdown</p> <p>Alert to staff: <u>'Partial lockdown'</u></p> <p><u>('end of lockdown' used to terminate lockdown)</u></p>	<p>Staff and pupils should remain in the school building. All doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual.</p> <p>Immediate action</p> <ul style="list-style-type: none"> • All outside activity to cease immediately, pupils and staff return to building. (This will be communicated to staff in outside areas using walkie-talkies or if that is not possible verbally.) • All staff and pupils should remain in building and external doors and windows locked. • Free movement may be permitted within the building dependent upon circumstances. • In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. • Staff should await further instructions.
<p>Full Lockdown</p> <p>Alert to staff: <u>'Full lockdown'</u></p> <p><u>('end of lockdown' used to terminate lockdown)</u></p>	<p>This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.</p> <p>Immediate action</p> <ul style="list-style-type: none"> • All pupils/staff to stay in their classroom or move to the nearest classroom. • Office staff should remain in their office. • External doors locked. Classroom doors locked (where a member of staff with key is present). • Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in). • Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls). • Lights, smartboards and computer monitors turned off. • Mobile phones turned off (or at the least turned onto silent so they cannot give away your position). • A register to be taken of all pupils/staff in each classroom/office. • Staff should await further instructions. • Staff should encourage the pupils to keep calm. • Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the walkie-talkies.

Additional Lockdown Arrangements (2026 Update)

Alternative Place of Safety: The school will identify and maintain an agreed off site place of safety which may be used if emergency services direct evacuation from the school site. Details of the venue, contact arrangements and capacity will be maintained by the Headteacher and reviewed annually.

Staff Induction: All new staff, volunteers and regular visitors will receive a briefing on lockdown procedures as part of their induction.

Visitors and Contractors: Visitors and contractors on site during a lockdown will follow staff instructions immediately and, where possible, will be included in room registers.

Contact Details: Emergency planning and local authority contact details will be checked annually as part of the policy review process.