

PEN MILL INFANT & NURSERY ACADEMY



LOCKDOWN POLICY AND PROCEDURE (including invacuation)

Version	Amendments	Date of Approval/Issue
1.0	New policy	2 nd June 2020
2.0	Each class have input into lockdown procedure	8 th November 2021
3.0	Changes to classes and note that all external exit doors are now installed with Net2. Setting replaced with School.	20 th January 2023
4.0	Changes to class structure.	9 th September 2024
5.0	Changes to class structure and staffing, invacuation procedures	13 th March 2026

Lockdown Policy 2025/26

Policy aim:

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults at Pen Mill Infant & Nursery Academy. Lockdown procedures may be

Signed:

Chair of Trustees

Print name: Iain Crabtree

Date: 13/03/2026

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activated in response to any number of situations, but some of the more typical might be:

- 1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the school)*
- 2. An intruder onsite (with the potential to pose a risk to children and adults in the school)*
- 3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)*
- 4. A major fire in the vicinity of the setting*
- 5. The close proximity of a dangerous animal*

1. Partial lockdown

PARENTS SHOULD NOT:

- Contact the school during lockdown as this could block telephone lines that are needed for contacting emergency services.
- Should not come to the school during lockdown as this may place themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come and collect their child.

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however, the setting can continue as usual.

What usually happens during partial lockdown?

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On hearing the lock down alarm, (a loud intermittent sounding bell) all outside activity will need to cease immediately, children and staff who are outside will need to return to the building. If the children are participating in an outside activity staff will sound the whistle alerting all children to return safely indoors. All staff and children inside should remain in the building and external doors and windows should be locked. The alarm will be silenced when all staff have emailed headteacher or SLT to acknowledge they are inside and the risk has been assessed as being safe.

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.

Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

2. Full lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

The lockdown alarm will ring and the police will be notified immediately.

Immediate action:

- All children and staff should return to/stay in the building
- External doors should automatically be locked with Net2 access control panels
- Internal security doors will remain locked with key fob access only
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood

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and metal). Consider locations behind substantial brickwork or heavy reinforced walls

- Turn off lights, computer monitors
- Turn down mobile phone in each base and communication will be through email
 - A register should be taken and headcount completed of all staff and children at the school
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

Procedure for each class is detailed below.

Nursery/ Cygnet class – AM

In case of a lockdown the following steps will be taken to ensure the safety of the children:

LW to close all blinds.

NS to lock the main door and ensure all the doors are locked in the nursery.

LW to take all the children into the resource room, where there are no windows, and the door is blacked out.

Nursery/ Swan class – AM

In case of a lockdown the following steps will be taken to ensure the safety of the children:

SC to close all blinds.

JC to lock the main door and ensure all the doors are locked in the nursery.

SC to take all the children into the resource room, where there are no windows, and the door is blacked out.

Nursery/ Cygnet and Swan – PM

In case of a lockdown the following steps will be taken to ensure the safety of the children:

SC to close all blinds.

SC to lock the main door and ensure all the doors are locked in the nursery.

JC to take all the children into the resource room, where there are no windows and

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the door is blacked out.

Reception/ Wren Class

All blinds to be pulled down in Wren class

Children to be sat on the floor

Head count of children – adult to collect any children from the toilet

Adult to check door to EYFS outdoor area closed and door in the top corridor is locked.

Remain in room until email comes through that we are safe to leave.

Phone to be on silent.

Reception/ Year one Robin Class

All blinds to be pulled down in Robin class

Children to be sat on the floor

Head count of children – adult to collect any children from the toilet

Adult to check door to EYFS outdoor area closed and door in the top corridor is locked.

Remain in room until email comes through that we are safe to leave.

Phone to be on silent.

Year 1/ Puffin

Children sit on floor in classroom away from the windows.

Quick head count to ensure no children are in the toilets (however children must inform grown up before going)

Teaching assistant to shut windows, pull down blinds and close the door.

Teacher to have laptops on for communication and register (quietly).

Children to sit very quietly. SEND child supported by an adult.

Year 2 Owls

Children sit on floor in classrooms away from the windows.

Quick head count and collect any children from the toilet.

Teaching assistant ensures blinds are down and windows are shut.

Teachers have laptops on for communication and register (quietly)

Children to sit very quietly. SEND child supported by an adult.

Year 2 Goldfinch

Children sit on floor in classrooms away from the windows.

Quick head count and collect any children from the toilet.

Teaching assistant ensures blinds are down and windows are shut.

Teachers have laptops on for communication and register (quietly)

Children to sit very quietly. SEND child supported by an adult.

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Invacuation Procedures

Purpose

Invacuation is the process of moving pupils, staff and visitors safely **inside the school building** when a risk is present outside but there is no immediate threat within the school. The aim is to maintain normality where possible while ensuring everyone remains protected.

When Invacuation May Be Required

Invacuation may be initiated in situations such as:

- A disturbance or unsafe situation in the local community
- An environmental hazard nearby such as smoke, gas or dangerous animals
- Police activity close to the school
- Severe weather which makes remaining outside unsafe
- Any incident where remaining outdoors poses a risk but full lockdown is not required.

Invacuation Signal

The invacuation signal is **two long continuous blows of a whistle**.

The 'all clear' signal will be delivered in person by senior staff or via telephone communication.

Actions for Staff

Upon hearing the invacuation signal:

1. Calmly instruct pupils to stop what they are doing and move indoors to the nearest safe space.
2. Guide pupils quickly and calmly without running.
3. Close and lock doors & windows once inside.
4. Lower blinds.
5. Take a register immediately and report any missing pupils to the designated safeguarding lead and the school office.
6. Continue teaching or supervising pupils in classroom as normal **unless instructed otherwise**.
7. Remain alert for further instructions from the headteacher or DSL.

Actions for Office and Leadership Staff

- Initiate the invacuation alert and communicate the reason where appropriate.
- Contact emergency services if needed.
- Ensure all external gates and entry points are secured.

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- Monitor internal communication channels for information from staff.
- Provide updates to staff as the situation develops.
- Log all actions taken during the incident.

Movement Around the Building

Movement inside the school should continue only if it is safe to do so. Staff should follow the guidance given at the time. If movement is not safe, classes should remain in their rooms and avoid external areas.

Parents and Carers

Parents and carers will not be permitted to collect pupils during an evacuation unless directed by emergency services. Communication with families will take place once it is safe and appropriate to do so.

Ending the Evacuation

The evacuation will end only when the designated senior leader provides the 'all clear' signal. Staff should:

- Return to normal routines
- Reassure pupils
- Record any concerns that arose during the incident
- Follow any debriefing processes requested by the leadership team

Procedures written: 13 March 2026

Procedures review date: 13 March 2028

To reduce the risk of someone entering the building to cause harm, procedures include:

- Net 2 key fob entry system at all main exits, CCTV monitoring and secure, password coded gates
 - A member of staff is at the main door greeting children for drop off and collection.
 - The front door is locked after these busy times and parents ring the bell for entry.
 - We have a password and ask for a description of anyone collecting a child who we haven't seen before
 - Parents told to inform us if anyone other than themselves are collecting/dropping off

After lockdown has taken place:

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A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the SLT will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development. A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Lock down procedure will be drilled twice a year.

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Appendix 1:

Senior Leadership Actions Checklist:

Action number	Initial response to lockdown	Tick / Sign / Time
1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. All adults.	
3	Office staff or under direction of Security Lead to dial 999. Dial once for each emergency service that you require.	
4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none">• Block access points (e.g. move furniture to obstruct doorways)• Sit on the floor, under tables or against a wall.• Keep out of site.• Draw curtains/blinds• Turn off lights• Stay away from windows and doors All adults are responsible for their own class.	
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	