



**MICHAEL
FARADAY
SCHOOL**



LOCKDOWN POLICY

September 2026

DEFINITIONS

A lockdown may be partial or full.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should a situation escalate.

A 'Full Lockdown' signifies an immediate threat to the school and may be an escalation of a partial lockdown.

ASSOCIATED POLICIES

- Health and Safety Policy
- Emergency Fire Evacuation Procedures
- Business Continuity Plan
- Safeguarding and Child Protection Policy

GENERAL PRINCIPLES

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

Depending on their age and understanding, pupils should also be aware of lockdown procedures in a manner appropriate to their developmental stage.

The purpose of a lockdown is to safeguard pupils, staff and visitors by restricting movement and securing the school site when there is a perceived or actual threat.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A LOCKDOWN

Initiating a lockdown	A lockdown may be initiated by the Headteacher, Deputy Headteacher/ Designated Safeguarding Lead (DSL), School Business Manager (SBM) or another authorised member of the Senior Leadership Team when there is a threat to the safety of pupils, staff, or visitors. The lockdown will be activated through the school's InVentry Lockdown System, which will immediately notify staff via designated devices and trigger the agreed lockdown alert throughout the school.
Signal for lockdown:	A lockdown message will appear on all connected digital devices through the InVentry Lockdown System stating: "Attention all staff: Lockdown procedures are now in operation." Staff receiving this message must immediately implement lockdown procedures without delay.
Signal for all-clear:	The signal to end the lockdown will only be given by the Headteacher, Deputy Headteacher, or emergency services. The all-clear signal will be: "Attention all staff: The lockdown has now ended. Normal activities may resume."

Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms or go directly to their classrooms. If deemed safe, children and staff in the pods, must go back to classrooms. If unsafe, stay in the pod and lock the doors.
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors All windows Any other access points identified during the incident Blinds Closed
Communication arrangements	School email system, internal telephone system, staff mobiles, Walkie talkies externally
Notes	In the event of a hostage situation, staff should follow police guidance and take all reasonable steps to protect the safety of pupils, staff and visitors. Evacuation of unaffected areas should only take place where it is safe to do so.

INVACUATION

Initial Response Checklist - Lockdown (e.g. in response to an intruder in the school grounds)		Tick / Sign / Note Time
L1	Ensure all students are inside the school building. Alternatively, staff should instruct students to hide or disperse if this will improve their safety, but a staff member should accompany them. Pupils should move away from sight lines and, where appropriate, take cover under tables or behind substantial furniture.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent any intruders entering the building	
L3	Dial 999. Dial once for each emergency service that you require. Emergency services will also be called from the school office.	
L4	Ensure people take action to increase protection from attack: ▪ Block access points (e.g. move furniture to obstruct doorways lock doors if possible) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight - Draw curtains / blinds - Turn off lights ▪ Stay away from windows and doors <i>Teachers will be responsible for the class they are teaching when a lockdown is announced.</i>	
L5	Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building	
L6	If possible, check for missing/injured students, staff and visitors, without endangering yourself.	

L7	Remain inside until an all-clear has been given or unless: • Told to evacuate by the emergency services • The Fire Alarm is Sounding • You have been asked to evacuate by Senior Management or Premises Staff. •	
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Lockdown

- Staff will be alerted through the InVentry Lockdown System.
- Pupils who are outside must be brought inside as quickly as possible unless doing so would place them at greater risk.
- Those inside the building should remain in their classrooms or nearest secure location.
- All external doors and, where appropriate, windows should be secured.
- Internal classroom doors may also need to be secured or blocked.
- Staff should take an immediate register where possible and account for all pupils in their care.
- Once in lockdown, if anyone is believed to be missing, staff should notify a senior member of staff via the School Office if it is safe to do so.
- Staff should encourage pupils to remain calm, quiet and attentive to instructions.
- The School Office will maintain communication with Emergency Services and the Local Authority where appropriate.
- Parents/carers will be informed as soon as it is practicable and safe to do so.
- Pupils will not be released to parents/carers during a lockdown unless authorised by Emergency Services or the Headteacher.

EVACUATION

If it becomes necessary to evacuate the building, the fire alarm will be activated and the school's Emergency Fire Evacuation Procedures will be followed.

Where there is evidence that evacuation presents a greater risk than remaining in lockdown, Emergency Services advice will take precedence.

PARTIAL LOCKDOWN

Alert to staff: 'Partial lockdown'

This may occur as a result of:

- Civil disturbance in the local community.
- A dangerous animal in the vicinity.
- A significant incident nearby.
- A warning regarding air pollution or hazardous substances.
- Any situation where movement outside the building presents an increased risk.

Immediate Actions

- All outdoor activities cease immediately.
- Pupils and staff return to the building.
- Staff will be alerted via the InVentry system.
- External doors and windows are secured where possible.
- Office-based staff remain in their offices.
- If open, the metal roller shutters in the kitchen and office should be closed.
- Internal movement may continue if authorised and supervised by staff.

Once all pupils and staff are safely inside, senior leaders will conduct an ongoing dynamic risk assessment and follow advice from Emergency Services.

FULL LOCKDOWN

Alert to staff: 'Full lockdown'

Immediate Action:

- All pupils return immediately to a classroom or nearest secure location.
- External doors are locked.
- Classroom doors are secured and, where necessary, blocked.
- Windows are secured and blinds drawn.
- Pupils and staff remain quiet and out of sight.
- If open, the metal roller shutters in the kitchen and office should be closed.
- Staff and pupils remain in lockdown until instructed otherwise by the Headteacher, Senior Leadership Team, or Emergency Services.
- The fire alarm may sound if evacuation becomes necessary. Staff should assess the immediate risk and follow instructions from Emergency Services where available.
- Staff should maintain communication using agreed channels and avoid unnecessary contact with the School Office.
- Walkie-talkies, mobile phones and email may be used for communication.
- Staff will be updated whenever it is safe and practical to do so.

NOTIFICATION TO PARENTS/CARERS

Notification to Parents/Carers

In the event of an actual lockdown, any incident or development will be communicated to parents, as soon as is practicable.

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

- Are reassured that the school understands the concern for their child's welfare and that it is doing everything possible to ensure their safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- Do not come to the school. This could interfere with Emergency Services' 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 to collect their children, and where this will be from.

Parents/carers may receive the following message:

"The school is currently operating a full lockdown procedure. During this period, telephone lines and entrances may be unattended and nobody will be permitted to enter or leave the site. Please do not contact or come to the school until further information is provided."

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 which has triggered the lockdown.

Emergency Services will support the decisions of the Headteacher or the Deputy Headteacher in the Headteacher's absence, regarding the timing of any communication to parents.

Hierarchy of Command

The Headteacher will act as the Lockdown Manager.

In the Headteacher's absence, responsibility will pass to:

- Deputy Headteacher/DSL
- Deputy Headteacher
- School Business Manager
- Most senior member of the Senior Leadership Team present on site

Any complaints or concerns regarding this policy should be made in writing to the Headteacher.

Shared with the Governing Body	September 2026
Review Date	September 2029