



BARNES INFANT ACADEMY

LOCKDOWN PROCEDURES

Date: May 2026

Next review: May 2029

Introduction

Lockdown procedures may be activated in response to a number of situations, including but not limited to:

- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff or pupils
- An intruder on the school site
- A warning regarding a local environmental risk, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal
- Any other incident where the Headteacher, SLT or Emergency Services determine that restricting movement is necessary to ensure safety

Types of Lockdown

Restricted Access / Secure Perimeter

Used when there is a potential risk outside of the building or within the local area.

Examples may include:

- Dangerous dog in the area
- Civil disturbance nearby
- Suspicious activity outside school grounds

During a Restricted Access procedure:

- All pupils and staff remain inside the building
 - External doors are secured
 - Normal teaching may continue where appropriate
 - Movement around school may be restricted
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Full Lockdown

Used when there is an immediate threat to the safety of pupils, staff or visitors.

During a Full Lockdown:

- Pupils and staff remain inside secured rooms
 - Unnecessary movement around school stops immediately
 - Pupils are kept quiet, calm and out of sight
 - Staff follow full lockdown procedures until the all-clear is given
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Lockdown Signal

The signal for lockdown is:

“CODE BLUE LIGHT”

This will be communicated through the internal telephone system and repeated three times with a ten-second interval.

All Clear Signal

The all-clear will be communicated verbally by a member of SLT either:

- via classroom telephones, or
 - in person where appropriate.
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Building Considerations

Due to the design and age of the building, visibility into most classrooms from external areas is limited. During a lockdown, classrooms should therefore prioritise concealment by keeping pupils away from doors, windows and any internal glazed panels where applicable.

Full Lockdown Procedures

When the lockdown signal is heard, or lockdown procedures are initiated by SLT, staff must immediately take the following action:

- Pupils and staff outside the building should enter the nearest safe classroom or internal space as quickly and safely as possible.
- Members of SLT or the Family Liaison Officer (FLO) will notify and direct any classes or groups working outdoors where safe to do so.
- SLT will check whether any pupils or staff are in the hall. Where safe, groups will return to classrooms.
- SLT will operate from the main office, which will act as the communication centre.
- Staff should quickly check nearby corridors, shared areas and toilets for pupils where safe to do so before securing themselves in classrooms.
- External doors must be secured immediately.
- Classroom doors should be locked where possible.
- Windows, blinds and curtains should be closed where appropriate.
- Pupils should be seated quietly, calmly and away from doors and windows.
- Staff should provide calm reassurance and maintain a quiet atmosphere at all times.
- Mobile phones and devices should be silenced where appropriate.
- Registers should be checked once classrooms are secure.
- Classroom doors must not be opened once secured unless instructed by SLT or Emergency Services.
- Parents will be informed as soon as practicable via text message, email and/or the school website.

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone system or agreed communication procedures. Staff must remain in secure locations unless directed otherwise by SLT or Emergency Services.

Barnes Buddies Building

If pupils or staff are using the Barnes Buddies building during a lockdown:

- Staff should immediately secure the building and keep pupils inside where safe to do so.
- Due to the visibility through external windows, pupils should be moved away from windows and doors immediately and kept seated quietly out of sight where possible.
- Blinds or curtains should be closed where available.
- Staff should maintain a calm and quiet environment and reassure pupils appropriately.
- Staff should contact the main office as soon as it is safe to do so to confirm that the building has been secured and all pupils and staff are accounted for.

- Pupils and staff should remain inside the building until instructed otherwise by SLT or Emergency Services.
 - Staff should not attempt to move pupils between buildings unless directed to do so by SLT or Emergency Services following a dynamic risk assessment.
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Lunchtime and Unstructured Times

During lunch, breaktimes or other periods where pupils may be in multiple locations across the site, staff should follow the direction of SLT.

- If the threat is external, pupils should be brought into the nearest safe indoor area as quickly as possible.
 - If the threat is internal, staff and SLT will follow a dynamic risk assessment to move pupils away from danger safely.
 - Staff should prioritise keeping pupils calm, together and supervised at all times.
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Fire Alarm During Lockdown

If the fire alarm sounds during a lockdown, staff should remain in place unless:

- there is clear evidence of fire or immediate danger, or
- directed otherwise by SLT or Emergency Services.

SLT and Emergency Services will make a dynamic risk assessment based on the circumstances.

Communication with Parents

In the event of a lockdown, communication with parents will take place as soon as practicable.

Pupils will not be released to parents or carers during a lockdown unless authorised by Emergency Services or SLT.

Parents should not attend the school site during a lockdown unless instructed to do so.

Lockdown Drills

Lockdown drills will take place at least annually to ensure that all staff understand procedures and responsibilities.

Staff will always be informed in advance of a lockdown drill. Therefore, if the lockdown signal is heard unexpectedly, staff must assume the situation is real and act immediately.