



Lockdown and Evacuation Policy

Date: January 2026

Review date: January 2028

Approved by Advisory Board: February 2026

Signed:

S. D. -

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174
Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	November 2021	P1	P1 inserted from previously separate 'Lockdown policy' which has now been deleted
V2	January 2022	P4 Introduction	
V2		P4 signals	'whistle' removed. Communicate via walkie-talkie for evacuation (excl. fire) or via walkie-talkie
		P5 Communications	Further communications via the Daily Staff Briefing on the Teams App.
		P5 Key holder	Deputy Head amended to 'Senco' to clarify between Deputy Heads. Support Manager added
		P5 Evacuation	[Receptionist]/Secretary added
		P5 Evacuation Notes	and communication made by walkie-talkie - added
		P5 point 1	[Instruction] via walkie-talkie added
		P5 point 4	Change to locking of external and internal doors and position of keys
		P5 point 5	Now a separate point re. blocking of doors
		P5 point 8	Critical Incident Policy changed to Business Continuity Plan
		P5 point 11	[verbal message] by Walkie-talkie added
		P8	Deputy Head amended to 'Senco' to clarify between Deputy Heads. Support Manager added
V2	March 2023	P9 Appendix one added	Evacuation plan for students with physical disabilities
V3	February 2024	P5 Evacuation other than fire And P8 initial response checklist	Back fence keyholder: Senco removed, 'office staff' added; 'whistle' removed as method of alert
V4	January 2026	P4 Lockdown	Added 'or if required any member of staff'

Lockdown

In the event of a Lockdown, please don't attend the school or contact the school via telephone.

Parents/carers will be notified as soon as it is reasonably practicable to do so.

- **Do not contact the school via telephone – we need to keep the telephone lines clear.**
- **Do not attend the school – this could interfere with the Emergency Services response actions and may put yourselves or others in danger.**
- **Wait for the school to contact you with details on when it is safe to collect pupils and where to collect them from, as pupils will not be released to parents during a Lockdown.**

INTRODUCTION AND RATIONALE

Due to the nature of our students it is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment.

Lockdown or evacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown or evacuation 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 students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- 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

This policy has been written in conjunction with the Business Continuity Plan.

Signals	
Signal for lockdown:	Communicate the phrase 'lockdown' via walkie-talkie
Signal for all-clear:	Verbally from designated person

Signals	
Signal for evacuation other than fire:	Klaxon PLUS verbally via walkie-talkie
Signal for all-clear:	Verbally from designated person

Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms unless instructed otherwise
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Via a member of SLT or if required any member of staff

Further communications	All further communications should take place via the Daily Staff Briefing on the Teams App.
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Evacuation other than a fire	
Assembly point	Back fence and gate at the back of the building then move in year group lines to the Star Public House via the fields at the back of the school.
Back fence key holders	Headteacher, office staff, Operations Manager and Caretaker
Receptionist/Secretary	Bring grab bag including critical incident procedures and paperwork and registers
Communication arrangements	Via a member of SLT
Notes	If evacuation is required other than for a Fire the Klaxon will be sounded and communication made by walkie-talkie

- Staff will be alerted to the activation of the plan through the sounding of a Klaxon and verbal instruction via walkie-talkie.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside, they should remain with staff as instructed.
- Those inside the school should remain in their classrooms.
- All external doors to be locked by a member of the Senior Leadership Team; relevant keys are held in a nominated, dominant place. Internal windows and doors will be locked by the teacher in their own classrooms (depending on the circumstances).
- Internal classroom doors may also need to be blocked (eg. by a table moved across to the door)
- Once in lockdown mode, staff should notify the senior member of staff.
- Staff should encourage students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify School Support Service (see Business Continuity Plan).
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the klaxon will be sounded and a verbal message via walkie-talkie to evacuate will be sent via a member of SLT
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

To achieve this, a lockdown drill with staff should be undertaken at least once a year. Depending on their cognitive ability, students should also be aware of the plan.

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be because of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building. Staff will be alerted via verbal instruction.
- All staff and students will remain in the building and external doors and windows will be locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different. Once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

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

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

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

Immediate action:

- All students return to a classroom.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and students sit quietly out of sight (eg under desks).
- Register taken/head count - the school office will contact each class in turn for an attendance report
- Staff and students will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At any point during the lockdown, the klaxon may sound and verbal message via walkie-talkie sent to evacuate the building.
- During the lockdown staff will keep agreed lines of communication open but will not make unnecessary calls to the central office as this could delay more important communication.
- School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by the school newsletter or via the school website.
- 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 their concern for their child's welfare and that it is doing everything possible to ensure his/her 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 get their children, and where this will be from.

Parents will be told

'...the school is in a full lockdown situation. During this period the phones and school gate will be unmanned, external doors locked and nobody will be allowed in or out...'

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 decisions of the Headteacher regarding the timing of any communication to parents.

Evacuation Procedures other than for a Fire

If the school needs to be evacuated due to a bomb threat or for another need the Klaxon will sound and staff and students are to congregate in year group lines by the back fence and leave via the back gate and walk across the back fields to congregate at the Star Pub. Fire Wardens will complete the same checks as undertaken with a Fire Drill and report to the Headteacher or Deputy Headteacher who will give the instruction to safely walk to the Star Pub via the back fields.

Initial response checklist - lockdown (e.g. in response to an intruder in the school grounds)		Tick / sign / time
L1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building	
L3	Dial 999. Dial once for each emergency service that you require	
L4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) 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 the back gate exit point in case an intruder does manage to gain access to the building from the main gate	
L6	If possible, check for missing / injured students, staff and visitors.	

L7	Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	
	Headteacher, office staff, Support Manager and Caretaker have a key for the back gate.	

Evacuation Plan for students with physical disabilities

This plan applies to those students identified on their behaviour management plan and any other students that may have a temporary physical disability due to surgery or injury which affects mobility.

In the event of an evacuation for any reason, including fire, intruder or lock down, please ensure the following guidelines are adhered to.

- ◆ The TA supporting the class which the student is in at the time of evacuation will take responsibility for the student who requires additional mobility support. The student will be escorted by the TA, to the meeting point or evacuation point as directed by the senior member of staff.
- ◆ If evacuating through the back field, another member of staff may be needed to offer stability to the student. This can be the class teacher once the other students have been safely evacuated.
- ◆ If a student is in a wheelchair and not to be mobilised or unable to weight bear, SLT will risk assess the situation and the student will be either wheeled out the front gate or, if this is deemed too unsafe to do, the student will be carried to a safe place on the field at the back of the school to await further evacuation from emergency services