



**North Wolds Federation  
School Lockdown Policy and Procedure  
May 2025**



Our **inclusive school community** puts our **Christian values** at its core and endeavours to develop all members to be **wise, happy and spiritually** aware individuals who can achieve their **dreams and goals**. Working with our **local community**, we **care for** and educate each person, **respecting individual differences**. As Jesus welcomed all, so we **welcome everyone** into our school and strive to send them out prepared to be **good citizens** in today's **diverse society**.

We are preparing for a brighter tomorrow.

**Start children off on the way they should go, and even when they are old they will not turn from it.**  
**(Proverbs 22:6)**

**Caring, Respect, Co-operation, Commitment to Achieve, Honesty, Fairness**



Our **inclusive school** is at the heart of our **small community** where all families feel **welcome, valued** and **supported** as friends.

Working with our local **community** children leave us, ready for their next learning adventure, as **well-rounded** citizens with the skills, knowledge and the **confidence** to be happy and successful for the rest of their lives. We nourish their bodies and characters with our school **values** of respect, cooperation, independence, care, happiness and commitment to achieve.

We ensure they have the armour of our **love** and **guidance** to be the best version of themselves and carry that forward with their actions towards others

**Caring, Respect, Commitment to Achieve, Co-operation, Happiness, Independence**

**Policy Approved on : 6/5/25**

**Chair of Governors Signature: Approved Via Governor Hub**

**Policy Review Date : 10/2027**

This policy is underpinned by the Market Rasen Church School vision specifically; care for each person.

### **Rationale**

The school has a lockdown procedure in the rare event that it is necessary to seal off the school. This will ensure that pupils, staff and visitors are safe where there is a hazard in the school grounds or outside the school in the near vicinity. Examples of when the lockdown procedure may be initiated include:

- A dangerous animal on school grounds
- A nearby fire
- A nearby chemical spillage
- Serious weather conditions
- Attempted access by unauthorised persons intent on causing harm and/or damage.

### **Lockdown Procedure**

Staff will follow the lockdown procedures based of the DFE model in the Appendix 1 (MR) and Appendix 2 (NCPS) of this policy.

### **Lockdown Practice**

The lockdown procedure will be practised at least once each academic year. Staff and parents will be pre-warned to prevent unnecessary concern or anxiety. Children will not be asked to hide during practices.

Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Communication With Parents During A Lockdown**

- If necessary parents will be notified as soon as it is practical to do so via the school Wisepay system.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown
- Parents will be asked not to call school as this will tie up emergency lines
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

### **Review of Policy and Procedures**

The lockdown procedure will be reviewed every three years or earlier if required.

## Appendix 1



Department  
for Education

### Lockdown Template Market Rasen Primary

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

Alarm or signal for lockdown shelter	Repeating (pulsed) Sounding Of The Class Change Bell (Ten times so everyone can hear and it is distinguished from the usual bell)
Signal for stand down / all-clear	Verbal by SLT Message on Whatsapp

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Nichola Allerston	
Deputies	Sam Briston / Ben Kennedy	
Communications Officer	Catherine Fussey / Gemma Hall	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

#### Rooms most suitable for lockdown

1 Classrooms and "middle" rooms
2 Offices and Staffroom
3 Kitchen

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

#### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones (Lockdown Whatsapp Group)
Email

#### Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	Market Rasen Leisure Centre
Type of venue	Leisure Centre
Contact name	Centre Manager

Contact telephone number	01673 842696
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**Other useful contacts:**

Name	Emergency Contact Number
Nettleton Community Primary School	01472 851455
Anti-Terrorist Hotline	0800 789321
Police	999 (Not 101 in emergency)
Market Rasen Methodist Church (Alternative off site place of refuge)	01673 849222

Action Plan	Completed by (sign and time)
<p>Sound Alert – ten times</p> <p>Activate lock-down procedures immediately</p> <p>Teacher to communicate via Whatsapp that the class has been locked down.</p>	
Dial 999	
<p>Senior Staff to ensure all external doors area secured if it is safe to do so.</p> <p>Teachers to check windows are closed in shared areas</p> <p>If a supply teacher / TA is covering a class, the nearest class teacher is to liaise with them so they are kept up to date</p> <p>If a class / group is in the library – an adult from the EYFS block to alert to lock the door (key in cupboard by the door)</p>	
<p>Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)</p> <p>Kitchen staff to stay in kitchen / office staff to stay in office.</p> <p>Other visitors to nearest classroom.</p> <p>Any staff working in an office on their own to join the nearest safe space.</p> <p>If a class is in the pool – stay in the pool area- lockdown this space.</p> <p>If a class is outside – go to the nearest safe space and update Whatsapp group regarding whereabouts.</p>	
<p>Secure rooms and act to increase protection from attack:</p> <ul style="list-style-type: none"> <li>• Lock doors using classroom keys. (All room are keyed alike)</li> <li>• Close Windows</li> <li>• Close Blinds Where They Exist</li> <li>• Muster in a part of the room where you are least likely to be seen</li> <li>• Hide away from windows, under tables if appropriate</li> <li>• Stay Silent-Put devices on silent</li> <li>• Access the Lockdown Whatsapp Group for Instruction or Information.</li> </ul>	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access. This will be the nearest exit door	
<p>If possible, check for missing / injured students, staff and visitors</p> <p>Staff to ensure all children / adults present and alert on Whatsapp group if anyone missing.</p>	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
Ensure all doors that were locked are reopened to reduce fire escape risk	

## Appendix 2



Department  
for Education

### Lockdown Template Nettleton Community Primary

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

#### Signals

Alarm or signal for lockdown shelter	Air Horn
Signal for stand down / all-clear	Verbal by SLT Message on Whatsapp

#### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Nichola Allerston	
Deputies	Dena Jones	
Communications Officer	Catherine Fussey	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

#### Rooms most suitable for lockdown

1 Classrooms
2 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

#### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones (Lockdown Whastapp Group)
Email

#### Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) **must be pre-arranged.**

Name of venue	St Johns Church (LN7 6NP)
Type of venue	Church
Contact name	The Rural Dean
Contact telephone number	01673 844770

**Other useful contacts:**

Name	Emergency Contact Number
Market Rasen C of E Primary School	01673 842395
Anti-Terrorist Hotline	0800 789321
Police	999 (Not 101 in emergency)

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately Teachers to communicate on Whatsapp that they have locked down.	
Dial 999	
Senior Staff to ensure all external doors area secured if it is safe to do so. Teachers to check windows are closed in shared areas If a supply teacher / TA is covering a class, the nearest class teacher is to liaise with them so they are kept up to date	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is) CF / visitors to go to the nearest Safe Space If the class is outside they need to go to the nearest safe space and update location on Whatsapp group.	
Secure rooms and act to increase protection from attack: <ul style="list-style-type: none"> <li>• Lock doors using classroom keys.</li> <li>• Close Windows</li> <li>• Close Blinds Where They Exist</li> <li>• Muster in a part of the room where you are least likely to be seen</li> <li>• Hide away from windows, under tables if appropriate</li> <li>• Stay Silent-Put devices on silent</li> <li>• Access the Lockdown Whatsapp Group for Instruction or Information.</li> </ul>	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
Ensure all doors that were locked are reopened to reduce fire escape risk	