



LORDSHIP LANE
PRIMARY SCHOOL

Lockdown Policy

2025

Statutory or non-statutory	Date reviewed	Date of next review
Non-statutory	December 2025	Autumn 2 2027

Lordship Lane Primary School

Lockdown and Invacuation Policy

1. Purpose

Lordship Lane Primary School is committed to keeping all pupils, staff, and visitors safe. While emergencies in schools are rare, it is important that we have clear, tested arrangements in place should a situation arise where it is safer for pupils and staff to remain inside the building or secure the site.

This policy outlines the school's high-level approach to invacuation, partial lockdown, and full lockdown. It supports our duties under safeguarding legislation, Health & Safety requirements, and good practice promoted by the Department for Education (DfE), the Metropolitan Police, and the guidance shared through Haringey Council's Schools and Learning and Emergency Planning teams.

This policy is supported by the internal Lockdown Procedures plan which contains operational specifics.

2. Definitions

Invacuation

A precautionary measure used when there is a concern or disturbance outside the school, but no immediate danger to the school building. Pupils and staff move indoors, and normal teaching continues as far as possible.

Partial Lockdown

A response to an external risk in the local area that requires the school to secure external doors and restrict movement between buildings. Pupils remain in classrooms, and learning usually continues calmly.

Full Lockdown

A response to a more serious or immediate threat on or very close to the school site. Pupils and staff remain in locked classrooms or safe indoor spaces, kept away from visibility, and movement stops until authorised staff give the "all clear".

3. Why a Lockdown Might Be Needed

Examples include (but are not limited to):

- A dangerous or suspicious individual near the school
- A violent or aggressive incident in the community
- A dog or other animal on school grounds
- Environmental hazards such as smoke, gas, or air pollution
- Police activity close to the school
- Civil disturbance or a major local incident
- Severe weather conditions where remaining inside is safer

The school works closely with Haringey Council, the Metropolitan Police, and emergency services to manage any developing situation.

4. How a Lockdown is Initiated

A lockdown or invacuation will be initiated by the Headteacher or, in their absence, a senior member of staff. The school uses specific, distinct signals to indicate invacuation, partial lockdown, full lockdown, and all-clear.

These signals are known to staff and pupils but are not shared publicly for security reasons.

Once a lockdown begins:

- Pupils and staff follow the internal procedures calmly and promptly.
- External doors are secured.
- Movement is restricted.
- Staff keep pupils safe, calm, and supervised.

5. What Staff Will Do During a Lockdown

To reassure families, staff follow general principles which are appropriate for all types of lockdown:

- Bring pupils safely indoors (if they are outside).
- Secure windows and doors.
- Keep pupils calm and closely supervised.
- Limit movement and keep rooms quiet.
- Follow the communication instructions from the senior leadership team.
- Wait for the official "all clear" signal before resuming normal activity.

More detailed operational instructions for staff are contained within the school's internal Lockdown Procedures.

6. Pupils with Additional or Complex Needs

Where pupils have additional needs, medical needs, or mobility requirements, the school will ensure that staff and provision are arranged to safely support those pupils during a lockdown or invacuation.

7. Communication with Parents and Carers

During a lockdown, the school's priority is the immediate safety of everyone on site. For that reason:

- Parents must not attend the school during a lockdown situation.
- Parents should not call the school, as this may block essential lines of communication.
- The school will contact parents as soon as it is safe and appropriate, usually via text, email, or website alert.
- An "all clear" message will be sent once the incident has ended and normal routines can resume.

After any significant incident, the school will provide appropriate communication and support for pupils, parents, and staff.

8. Drills and Staff Training

To ensure readiness:

- The school conducts regular invacuation and lockdown drills with pupils and staff.
- Drills are carried out calmly and sensitively to avoid creating anxiety.
- Staff receive training as part of safeguarding, emergency response, and induction processes.
- The school works with Haringey Council's Schools and Learning team and emergency planning partners as needed.

9. Visitors and Contractors

In the event of a lockdown or evacuation, all visitors and contractors on site must immediately follow the instructions of school staff and remain in a safe location until the "all clear" is given.

10. Review and Governance

This policy is reviewed every two years or earlier if:

- There is a significant change in DfE, police, or Local Authority guidance
- A major drill or incident suggests changes are needed
- Governors request an interim review

The Governing Body monitors compliance with safety procedures and receives reports on drills and any incidents.