



Grange Farm Primary School

Full Lockdown Procedure

Adopted by Grange Farm Primary School Governing Body on
7th October 2025

To be reviewed by Governors
Autumn 2026

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Neil Winn	07971153165
Deputy incident control officer	Sophie Powley	07926665866
Communications officer	Cathy Hemingway	07754728309

Signals	
Full lockdown signal	Main indoor bell system: 5 x long rings, SENSO emergency message to all staff IT equipment
All-clear signal	Verbal signal from Headteacher
Evacuation signal	Fire alarm sounds

Other arrangements		
Safe areas	School hall, classrooms, office	
Outdoor safe area	Top playground	
Evacuation point	School playground/school field	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Beechwood Primary School
	Venue type	Primary School
	Point of contact	Sarah Lanforth
	Contact number	0113 293 0250
Useful information about the alternative place of safety		
Communication arrangements	Headteacher to contact Beechwood Primary School. Individual communication with adults at evacuation point.	

Full lockdown procedure

Initial implementation

The school is made aware of the incident that requires the full lockdown procedure to be implemented.

If the situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who receive the alert informs the headteacher or a member of the incident response team.

The headteacher makes the decision to implement the full lockdown procedure.

The full lockdown signal is given.

The leadership team uses the internal bell system, telephone and SENSO emergency message to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.

The site superintendent is contacted to ensure they are aware of the implementation of the full lockdown.

The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Parents are informed via email and text message that a full lockdown is taking place.

Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.

If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.

All gates are secured to ensure the 'secure line' is maintained.

The lift is disabled without returning to the ground floor.

The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.

Staff, pupils and visitors that remain outside the building during the lockdown hide in the designated outdoor safe area until the emergency services arrive.

Staff escort pupils and visitors to the nearest safe area.

The headteacher and site superintendent check outdoor areas and ensure all pupils, staff

and visitors are inside the school building.

When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.

All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via radio or mobile phone, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.

During the full lockdown

Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.

All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.

If possible, the headteacher will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

An automated message informs callers that a full lockdown procedure is in place.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The headteacher sounds the evacuation signal if it is necessary to evacuate the building.

The rest of the building is evacuated to the designated evacuation point and someone is taken hostage on the school site.

The full lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are informed of the incident by email.

The Leadership Team reviews the full lockdown procedure for its effectiveness and makes changes as necessary.