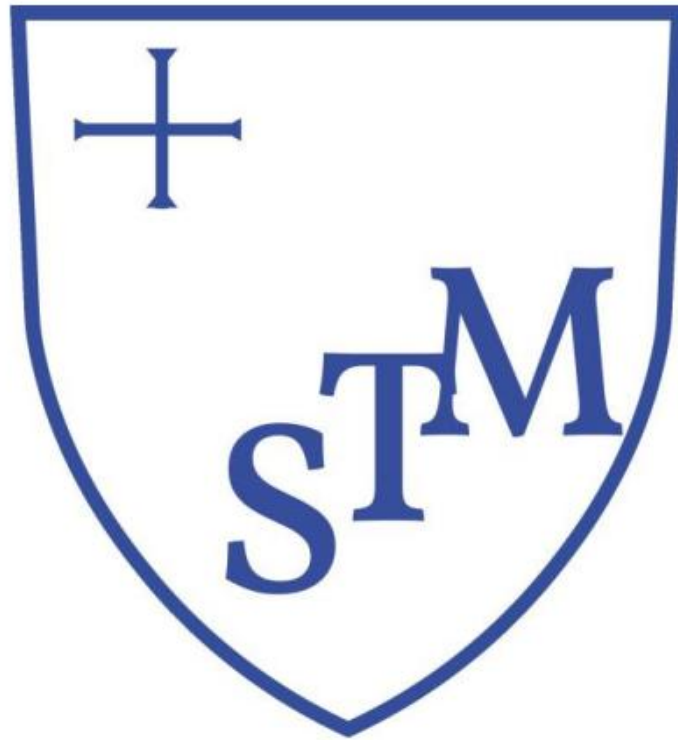


St Martin's C of E Primary School



Lockdown and Evacuation Policy

September 2026

Review 2027

Purpose

St Martin's 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.

This policy supports the requirements of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and forms part of the school's wider safeguarding, health and safety and emergency planning framework.

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".

In the event of a suspected terrorist incident, bomb threat, or discovery of a suspicious package, the Headteacher or senior leader in charge will assess the situation in consultation with the emergency services. Depending on the nature and location of the threat, the school may implement a lockdown, invacuation, or full evacuation procedure.

Staff and pupils will follow the instructions of school leaders and emergency services at all times.

Responsible Person

Responsible Person: Headteacher, Mrs R Rought

Deputy Responsible Person: Deputy Headteacher, Mrs K Lees

Critical Incident team

- Headteacher – Mrs R Rought
- Deputy Headteacher – Mrs K Lees
- DSL – Mrs K Lees
- Site Manager – Mr V Richards
- School Business Manager – Miss L Cox

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 Sandwell Council, West Midlands Police, and emergency services to manage any developing situation.

Why an Evacuation Might Be Needed

An evacuation may be required when it is considered unsafe for pupils, staff, visitors, or contractors to remain within the school buildings or on the school site. Situations that may require evacuation include, but are not limited to:

- Fire or suspected fire.
- Gas leak or suspected gas leak.
- Structural damage to a building.
- Flooding or severe weather affecting the safety of the premises.
- Discovery of a suspicious package or object.
- A bomb threat or credible threat of an explosive device.
- A suspected or actual terrorist incident.
- Chemical spill, hazardous substance release, or environmental contamination.
- Major utility failure affecting the safety of the premises.
- Emergency services advice or instruction to evacuate.
- Any other incident where the Headteacher, senior leader, or emergency services determine that evacuation presents a lower risk than remaining on site.

How a Lockdown or Evacuation is Initiated

A lockdown, invacuation or evacuation 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.

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 external 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 (appendix A for staff only).

What Staff Will Do During an Evacuation

In the event of an evacuation, staff will act promptly and calmly to ensure the safety of all pupils and adults on site. Staff will:

- Stop all activities immediately and instruct pupils to evacuate in a calm and orderly manner.
- Lead pupils via the designated evacuation route to the identified assembly point or off-site evacuation location.
- Ensure that pupils leave personal belongings behind unless instructed otherwise.
- Close doors and windows where safe and practical to do so.
- Take class registers, emergency contact information, medication, and emergency grab bags where available and safe to collect.
- Supervise pupils throughout the evacuation and ensure appropriate behaviour and safety.
- Report any missing, injured, or unaccounted-for person immediately to the senior leader in charge.
- Keep pupils together and maintain appropriate staff supervision ratios.
- Follow any instructions issued by the Headteacher, senior leaders, or emergency services.
- Remain at the assembly point until authorised to return to the school building or move to an alternative location.
- Provide reassurance and support to pupils throughout the incident

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 evacuation.

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.

Drills and Staff Training

To ensure readiness:

- The school conducts regular evacuation, lockdown and evacuation 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 Sandwell Council's Schools and Learning team and emergency planning partners as needed.

Visitors and Contractors

In the event of a lockdown, invacuation 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.

Record Keeping

The school will maintain records of lockdown drills, evacuation drills, staff training, policy reviews and any lessons learned following incidents or exercises. These records will be reported to governors as appropriate

Monitoring and review

Procedures will be reviewed annually and following any drill, exercise, incident or significant change to the school site. The Governing Body will receive appropriate reports regarding drills, training, incidents and policy reviews to ensure the effectiveness of the school's arrangements