



Hunningley Primary Academy

The best in everyone™

Part of United Learning

Lockdown Policy 2025-2026

1. Purpose

To ensure the safety of pupils, staff, and visitors during an incident that poses a threat inside or outside the school premises. This policy outlines procedures for partial and full lockdowns, considering the school's layout and limited shutter coverage.

2. Scope

Applies to all staff, pupils, contractors, and visitors during school hours and any after-school activities.

3. Legal & Guidance Framework

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

DfE Guidance: School and College Security (2024)

Barnsley MBC Emergency Planning Template

Protective Security and Preparedness for Education Settings (2025)

4. Definitions

Partial Lockdown: Restricts movement; pupils remain indoors; external doors locked.

Full Lockdown: All pupils and staff remain in secure rooms; doors locked; blinds/shutters closed where available; silence maintained.

5. Triggers for Lockdown

- Intruder on site or inside building
- Civil disturbance or violent incident nearby
- Hazardous substance release (gas, smoke, chemical)
- Dangerous animal on premises
- Bomb threat or suspicious package

6. Alert Signals

Lockdown Activation: Signal and sign sent through to each classroom's white board and computing systems

All Clear: Signal and sign sent through all internal systems and followed by DSL and DDSL all clear.

7. Roles & Responsibilities

Incident Controller: Headteacher (or Deputy if absent)

Communications Officer: Office Manager – contacts emergency services (999) and Barnsley Council Resilience Team

Site Manager: Secures main entrance and gates

Class Teachers: Implement CLOSE procedure:

- Close doors and windows
- Lock doors
- Out of sight (move pupils away from windows)
- Shutters down (only in two designated areas: [specify locations])
- Endure – stay calm and quiet until all-clear

8. Procedure

Partial Lockdown

- Stop outdoor activities; bring pupils inside immediately
- Lock all external doors
- Continue lessons indoors; restrict movement between buildings

Full Lockdown

- Move pupils to nearest secure classroom
- Lock doors; close blinds/shutters where fitted
- Turn off lights and electronic screens
- Keep pupils seated on floor, away from windows
- Silence mobile devices
- Do not open doors until all-clear

9. Communication

Silent communication preferred (internal messaging, email)

Parents informed via text/email once safe; discourage collection during lockdown

10. Post-Incident

Debrief staff and pupils

Update risk assessment and policy

Offer wellbeing support

11. Testing & Review

Practice lockdown drills once per term

Review policy annually or after any incident