

## Norfolk House School & Nursery



### Invacuation ('Lockdown') Policy

This policy applies to all pupils at Norfolk House School, including those  
in the Early Years Foundation Stage (EYFS)

Reviewed: July 2025

Next Review: July 2026

## Norfolk House School – Invacuation/Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as an 'invacuation' or 'lockdown'.

### If an invacuation/lockdown is declared:

- The SLT or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by SLT/office staff that it is in 'lockdown' by either **continuous ringing of the school bell** (Upper School) or **long blasts on a whistle** (Lower School). If these means are, for any reason, not available, then word of mouth notification may be used instead
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation if deemed necessary
- Staff to complete head count as soon as possible and notify the Senior Leadership via email (using staff laptops or personal devices if needed) if a child is missing; in the event this is the case the school will follow the Missing Child Policy. If no pupil is missing, staff do not need to contact SLT while a lockdown is in effect
- All staff will remain in classrooms, keeping children calm and away from windows and doors
- All children in external PE lessons will be advised to return to the school building and go immediately to their form rooms
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (eg for trips, off-site sport or fixtures) and advise them not to return to school until the 'all clear' message has been given.
- The 'all-clear' will be signalled either by three consecutive rings of the school bell (Upper School) or three short blasts of a whistle (Lower School). This can be repeated as many times as needed. Notification of the end of a lockdown procedure will also be communicated via email.

### Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The invacuation/lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

### Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

### **Communication with Parents:**

If the school is placed in lockdown at a point in time near the end of the school day, parents will be informed by the School Business Manager through an electronic message sent out via ReachMoreParents:

*School is in a lockdown situation due to .....*

*The emergency services are aware of the situation and are working with the school.*

*All external doors are locked, nobody is allowed in or out of the building.*

*Please do not collect your child or come to the school until you receive the 'all clear' message.*

*Thank you*

### **Rehearsal**

The school will undertake a periodic rehearsal of lockdown procedures. In the majority of cases, this will be pre-announced in order to minimise stress or anxiety caused to the pupils.