

## **The Croft Preparatory School**

### **Severe Incident - Lockdown Policy**

Reviewed (SMo)	24 November 2025
Approved Peer Review	n/a
Approved SLT	02 December 2025
Next Review	September 2026

*The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Facilities Manager and Governing Committee.*

*Notwithstanding the above delegation, the Proprietors retains ultimate responsibility for how the statutory functions are executed.*

### **Summary**

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to ensure the safety of all pupils and staff as far as possible until external agencies become involved. Incidents can occur with or without warning. With warning, the Headmaster/Incident Controller will trigger the lockdown klaxon for a tier 3 (Full Lockdown). Incidents without warning are dynamic and fast moving and will be dealt with by the most appropriate person available working using the tiered procedures detailed below. Lockdowns will be triggered by activating the school lockdown alarm and will end when the Headmaster/Incident Controller (or emergency services) advises that lockdown is over.

### **Full Lockdown**

This threat usually exists when the danger is inside a school building or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to pupils or staff. This scenario involves a serious and immediate threat that requires urgent action. This high-level threat could come from such things as an attacker or an out-of-control intruder.

### **Procedures**

#### **Tier 3 - Full Lockdown**

This procedure is designed to protect the community from any imminent threat. On hearing the lockdown klaxon, staff and students should do the following:

- Remain calm but alert – the campus should fall silent immediately

- Collect pupils/make your way into a room within a building immediately. All corridors, toilets and communal areas should be clear. Do not allow pupils to visit the toilet
- If you are already in a room, stay there
- Close and, if possible, lock all windows and doors if safe to do so, staff to check that any building doors are closed
- Account for and keep together all pupils that are in your care
- Keep pupils silent and inside classrooms, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible
- Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services
- Remain like this in the room until you receive an all clear.

## **Tier 2 –Potential Concern**

There is a situation that needs monitoring. We prepare in case a lockdown becomes necessary.

- Communications will be sent to staff via email or phone to inform them there is a Tier 2/Amber Lockdown.
- Staff to gather students who are away from the classroom (toilet visits, school nurse etc)
- Lessons can continue as normal.
- Stay calm and await further instructions

## **Tier 1 – Normal Day (No Threat)**

Everything is normal. There's no safety threat. Students and staff carry on with their usual activities.

## **Evacuation**

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your pupils to a designated safe space. The fire alarm will sound to activate this.

The first-choice location would always be the Sports Fields at the back of the school site.