



Preparedness Plan December 2025

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**Approved by: Board
of Trustees**

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**Next review due by:
December 2027**

Full Lockdown / Invacuation and Partial 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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown / invacuation, the procedures for a full lockdown / invacuation will be implemented. As soon as possible, the aim is for staff to be informed if the lockdown can be de-escalated to a partial lockdown where a full lockdown / invacuation is not required.

Lockdown / Invacuation procedures may be activated in response to any number of situations, but some of the more typical situations include:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students (please note that cases of this nationally are extremely rare);

A verbal message cascaded from the Headteacher, Head of School, Early Years and Key Stage One Lead or the Admin Officer will signal to staff members the need for lockdown / invacuation.

Signal for the all-clear:

Email, radio and/or phone messages from the school office followed by a verbal response from the designated persons: Headteacher, Head of School, Early Years and Key Stage One Lead or Admin Officer.

Full Lockdown / Invacuation:

- Students remain in their classrooms,
- Students outside return to their classroom,
- Office staff, caretaker and cleaner(s) to go to the school office,
- Pastoral Support Team to take shelter in a classroom in the area where they are currently working,
- Staff in the staff room to go to own classroom if safe to do so or nearest classroom,
- Visitors and volunteers to go to their nearest classroom,
- Lunchtime supervising staff to each accompany a class to their classrooms,
- All blinds to be drawn and windows closed,
- All outside doors locked from the inside,
- Children and adults to take cover / shelter when in the room (eg: under tables)

If the lockdown occurs at break or lunchtime, as long as it safe to do so, teaching staff should return to their classroom to support their students.

- Entrance points should be secured e.g. doors and windows by admin staff/classroom staff,
- All gates should be secured by senior staff, including side gates secured,
- External doors/Internal doors should be closed and locked where possible,

- Fire doors should be closed (but not locked),
- All windows closed.

Partial Lockdown:

A partial lockdown may be implemented as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. In this instance, students will be required to stay in their classrooms. A partial lockdown may also be the result of a major incident occurring in the school which may not be appropriate for students to witness, for example a first aid emergency or a warning received regarding the risk of air pollution etc.

Immediate action:

- All outside activity to cease immediately; students and staff should return to school building,
- All staff and students should remain in the building and external doors and windows locked,
- Movement may be permitted within the school buildings, dependent upon circumstances, but this must be supervised by a member of staff
- All situations are different: once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.
- 'Partial lockdown' is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate (and in the event a full lockdown is required).
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles, radios and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur

Evacuation:

Evacuation will be required following a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. In the event of an evacuation, students are to move entirely away from the school site to another place of safety as quickly and safely as possible.

This is very much a last and final resort, due to the risks to the children's safety when not on the school site.

Marlbrough:

- As with a fire drill, all teachers to take fire registers,
- Classes to exit the site via the Old Playground gate to **Blackmarston School**, closing outside doors behind them,
- Children to be as quiet and orderly as possible, so as not to attract attention.
- Classes to make their way to the nearest safe public building (**Blackmarston School**) as quickly and safely as possible, using radios to coordinate.

St. Martin's:

- As with a fire drill, all teachers to take fire registers,
- Classes to exit the site via the Playground gate by Yr 4 to **Hinton Community Centre / Police Boxing Academy**, closing outside doors behind them,
- Children to be as quiet and orderly as possible, so as not to attract attention.
- Classes to make their way to the nearest safe public building (**Hinton Community Centre / Police Boxing Academy**) as quickly and safely as possible, using radios to coordinate.

Wellington:

- As with a fire drill, all teachers to take fire registers,
- Classes to exit the site via the Playground gate/s to **Wellington church**, closing outside doors behind them,
- Children to be as quiet and orderly as possible, so as not to attract attention.
- Classes to make their way to the nearest safe public building (**Wellington church**) as quickly and safely as possible, using phones to coordinate.

Communication:

- School telephones should be kept free to send messages,
- Private mobile phones should be switched on ready to receive or send text messages and instructions,
- Email via classroom laptops or computers,
- All radios to be on.

Communication between parents and the school:

1. The School's lockdown procedures will be published on the school website and routine practices communicated with parents by phone call, newsletter or via the school website with information regarding the effectiveness of the procedure.
2. In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable; eg. *"The School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information"*.
3. Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
4. Parents will be asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
5. Parents will be asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
6. Parents will need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
7. Parents will be informed when the 'all clear' has been given.
8. Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;

Emergency Services

- *It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.*
- *The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown;*
- *Emergency Services will support the decision of the Headteachers, Deputy Headteacher or Head of School regarding the timing of communication to parents;*
- *In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;*
- *It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year.*
- *Depending on their age students will also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.*

Next review: December 2027