

EdStart Schools

Critical Incident & Lockdown SOP (2025–26)

Purpose: To keep staff, pupils, and visitors safe during an incident or threat.

Activation

- Signal: School email/IT sounder & verbal confirmation (phones).
- All Clear: Verbal confirmation (phone/in person).
- Responsibility: Headteacher/senior leader initiates.

Immediate Response

- Bring pupils inside quickly (unless unsafe).
- Lock/Secure doors and windows.
- Dial 999 (police/fire/ambulance as needed).
- Take register – check pupils, staff, and visitors.
- Hide/Protect: Block entry points, sit quietly out of sight, curtains/blinds closed, lights off.
- Stay inside until told otherwise by senior staff/emergency services.

Lockdown Types

- Partial Lockdown: - Outside activity stops; return indoors. - Lock external doors/windows. - Movement inside may continue under supervision. - Senior staff assess risk with emergency services.
- Full Lockdown: - Pupils remain in classrooms; doors/windows locked. - Blinds closed, sit quietly out of sight. - Head count/register completed. - Remain until lifted by senior staff/emergency services. - Fire alarm = evacuation (use fire plan).

Communication

- Staff: Use phones/email for essential updates only.
- Parents: - Will be informed when safe. - Must not call or come to school. - Await school instructions on safe collection.

Emergency Services

- Follow their advice throughout.
- Site may be cordoned off.
- LA may establish external reception centres if required.

Review: September 2026