



LOCKDOWN, INVACUATION AND EVACUATION POLICY

Approved By	Local Governing Board
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Purpose

Invacuation and Lockdown procedures are sensible and proportionate responses to any **external or internal incident** that may pose a threat to the safety of staff and students. Members of the school community should remain alert to the security of the site and follow these procedures to maintain safety.

These procedures aim to minimise disruption to learning whilst prioritising the safety and wellbeing of all students, staff and visitors.

For the purposes of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), overall accountability for compliance sits with the Trust. The Headteacher is the designated Responsible Person at school level and is accountable for the implementation, review and operational delivery of statutory public protection procedures at Ludlow Church of England School

Martyn's Law Compliance Statement (Appendix 1)

Definitions and Use

Invacuation

Invacuation is used where there is a **risk outside the building** and it is safer to bring everyone **inside and secure the site**, but where there is **no immediate internal threat**.

Typical scenarios include:

- a reported incident or civil disturbance in the local community
- an environmental hazard such as smoke, fumes or gas clouds
- a dangerous animal in the vicinity
- advice from emergency services to remain indoors

Lockdown

Lockdown is used where there is a **serious and immediate safety or security threat**, either external or internal, requiring rooms to be secured and movement to stop completely.

Examples include:

- an intruder on site
- police instruction to lock down
- a rapidly escalating threat

Note: A Lockdown will always be initiated as a **full lockdown** and may only be reduced or stood down following a dynamic risk assessment by senior staff and/or emergency services.

Activation and Communication

A **Lockdown or Invacuation** will be signalled by:

- a series of **short rings** of the school bell over a sustained period of **1–2 minutes**, and
- a **radio message broadcast on Channel 6**.

This will be followed by an **information email** to all staff from the Headteacher, Head of Operations, or Finance and Resources Manager, confirming:

- the nature of the incident
- whether the response is **Invacuation or Lockdown**
- the actions required

All staff **must monitor email communications** (on PCs or mobile phones set to silent).

EVACUATION PROCEDURE

In the event of an evacuation:

- All staff, students and visitors must **leave the building immediately** using the **nearest safe exit**.
- Students must be **escorted by the member of staff in charge** and instructed to remain calm and quiet.
- Personal belongings **must not** be collected.
- Where safe to do so, **windows and doors should be closed**, but not locked.
- **Fire wardens / designated staff** will carry out sweeps of allocated areas where it is safe to do so.
- Everyone must proceed directly to the **designated assembly point** and remain there.
- Class teachers and tutors will take a register and **report any missing or extra students immediately** to the member of SLT coordinating the evacuation.
- No one may re-enter the building until the **all clear** is given by the Headteacher, Senior Leadership Team, or the Emergency Services.

Evacuation during a lockdown

If the fire alarm sounds during a lockdown:

- Staff and students must **remain in lockdown** unless either:
 - there is a **clear and immediate fire risk**, or
 - a **specific instruction to evacuate** is issued by senior staff.

This instruction is to prevent evacuation into a potentially dangerous external situation.

INVACUATION PROCEDURE

In the event of an invacuation:

- All outside activity ceases immediately.
- Students, staff and visitors **return inside the building via the nearest safe entrance**.
- Students and staff already inside **remain where they are**.
- **External doors and windows are closed and secured where possible**.
- Movement around the site stops unless directed by SLT.
- Tutors and class teachers take a register and email **lockdown@ludlowschool.com** with any discrepancies or if any students are not present.
- Staff should keep communication lines clear and avoid unnecessary radio or telephone use.

Senior leaders will carry out an **ongoing dynamic risk assessment**, consulting emergency services where appropriate, and updates will be communicated by email.

LOCKDOWN PROCEDURE

In the event of a lockdown:

- All outside activity ceases immediately; students and staff return to the building via the nearest door.
- Students participating in sport are escorted to the changing rooms.
- Students remain in classrooms with their teachers/teaching assistants.
- Students sit quietly on the floor, near walls and **out of sight**.
- **External doors closed, classroom doors locked.**
- **Windows closed and locked (where possible); blinds drawn; air conditioning switched off.**
- **Mobile phones off and stored in bags.**
- Support staff remain in their office bases.
- Reception staff lock doors and move to the Reprographics Room, using the Student Cordless (Ext 223), monitoring CCTV and relaying information to SLT via radio.
- During unstructured time, students and staff must move to tutor bases; tutors email **lockdown@ludlowschool.com** if students are not present.
- Staff and students remain inside unless instructed otherwise.
- If the fire alarm sounds, **do not evacuate** unless accompanied by an email instruction or there is a clear and immediate fire risk.
- Radio silence must be maintained except by SLT or Site staff.
- Staff should reassure students and promote calm and silence

Lockdown Management and Site Sweep

- The Headteacher will take control of the response (Lockdown Manager); other members of the Critical Incident Management Team will take control, in the absence of the Headteacher.
- As appropriate, and in line with the Critical Incident Policy and Management Plan, the school should establish communication with the Emergency Services as soon as possible, by dialling 999.
- During a Lockdown, and **if safe to do so**, members of the Senior Leadership Team will sweep the school (3 areas), ensuring all windows and doors in corridors and classrooms are closed. **No member of staff should put themselves at risk to carry out a site sweep; personal safety takes priority at all times.**
 - 1) E, D, C blocks
 - 2) Main corridor (staff room; C0-C3)
PE – changing rooms and Sports Hall
Curriculum Centre
 - 3) A and B blocks
- Dependent on the situation, and where safe to do so, the Site Team may be instructed to lock all external doors to the school building and all gates to the school site, before locking themselves in the nearest safe location.
- Parents/carers should be notified as soon as it is practicable to do so via a SIMS InTouch message.
- Students will not be released to parents/carers during a Lockdown and until the authorities inform the school that is safe to do so

All Clear

The **all clear** will be signalled by:

- **three bell rings**, and
- a confirmation email.

Normal routines will only resume once this instruction has been given.

Parent / Carer Communication

In the event of an actual lockdown, any incident updates or developments will be communicated to parents and carers as soon as is practicable, in line with the Critical Incident Policy and Management Plan. It is recognised that parents and carers will be concerned; however, regular communication of accurate information will help to reassure them.

In the event of a lockdown drill, advance notice will be provided via email or SIMS InTouch.

Parents and carers should be given sufficient information to ensure that they:

- Are reassured that the school understands their concern for their child's welfare and is doing everything possible to ensure their safety.
- Do not need to contact the school, as this could tie up telephone lines required to contact emergency services.
- Do not come to the school, as this may obstruct emergency services' access and could place themselves or others at risk.
- Wait for the school to contact them with confirmation of when it is safe to collect their children and where this will take place.

Emergency Services and Critical Incident Links

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The procedures of the school's Critical Incident Policy and Management Plan should be referred to and the need to introduce these procedures in certain circumstances.

The Trust will ensure that all statutory notification and compliance requirements under relevant legislation are met.

Appendix 1

Martyn's Law Compliance Statement

This compliance statement accompanies the Lockdown and Invacuation Policy and Procedures and confirms Ludlow Church of England School's preparedness and alignment with the requirements of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), and relevant Department for Education guidance.

1. Scope and Tier

Ludlow CE School is an education setting within the scope of the Terrorism (Protection of Premises) Act 2025 and falls within the **Standard Tier**. The school is therefore required to implement proportionate, non-technical public protection procedures focused on preparedness, response and communication.

2. Responsible Person

In accordance with Martyn's Law, the **Headteacher** is the Responsible Person for Ludlow CE School and is accountable for ensuring that appropriate public protection procedures are in place, staff are aware of those procedures, and the policy is reviewed and maintained.

3. Public Protection Procedures

The school has documented, proportionate public protection procedures in place covering:

- Evacuation
- Invacuation
- Lockdown
- Communication during and following an incident

These procedures are clearly set out in this policy and are tailored to the school site.

4. Communication and Emergency Services

Arrangements are in place for prompt engagement with emergency services where appropriate and for ongoing liaison as situations develop. Controlled and timely communication with staff and parents supports safeguarding and effective incident management.

5. Training, Review and Testing

Staff are made aware of lockdown and invacuation procedures, and the policy is reviewed regularly by senior leaders and governors. Lockdown drills are clearly identified and parents and carers are notified in advance.

6. Regulatory Compliance

The Trust oversees statutory compliance and ensures that all notification, registration and record-keeping requirements under relevant legislation are met, including registration with the Security Industry Authority where required under Martyn's Law.

7. Assurance

This statement confirms that Ludlow CE School has taken **reasonable and proportionate steps** to meet Martyn's Law requirements for a Standard Tier education setting and to support a culture of preparedness and safeguarding.