Adelaide Primary School

Critical Incident Policy

(Including Lockdown Procedures)

Respect – Equality - Effort

"Our vision is to provide all of our children with a body of knowledge, skills and vocabulary alongside the development of an exceptional character so that they thrive and succeed in all that they do!"

Reviewed: September 2026

Next review: September 2028

1. Introduction

A critical incident can be described as an event or events outside the range of normal human experience, of significant personal distress to a level which potentially overwhelms normal responses, procedures and coping strategies and which is likely to have emotional and organisational consequences. Handling crises is not a normal part of school life, but they do sometimes occur and therefore a school setting should have procedures and plans in place to deal with any such event. This policy should be read in conjunction with the school's Incident Management and Business Continuity Policy.

2. Examples of critical incidents A

critical incidents may be:

- The sudden death of a pupil or member of staff;
- A serious accident involving pupils and/or school personnel on or off the premises;
- A violent act on school premises by malicious persons, either in person or by means such as arson, bomb, vandalism etc;
- The school building becoming unsafe as a result of fire, flood or other incident;
- A more widespread emergency in the community, for example the release of hazardous substances, severe weather, flooding etc;
- Severe power loss;
- Public health threats (e.g. meningitis);
- Any other event which may cause emotional and organisational consequences to the smooth running of the school.

3. Other events also deemed to be emergencies

Other events also which may also be deemed to be emergencies may include:

- An incident in the community which is seen or experienced by pupils or staff;
- An incident affecting relatives of pupils which is known about in the school; • An incident affecting a nearby school or other HET school;
- Civil disturbances or terrorism.

4. Important factors

There are many factors which effect the severity of an incident. These may include:

- The suddenness of the occurrence;
- The shock effect;
- The apparent uniqueness of the occurrence;
- The need for any support to be available very rapidly;
- The publicity and attention which sometimes follow;
- The need to communicate with a number of people quickly;
- The need for support for those directly affected, and for the large number who might be indirectly affected (pupils, teachers and parents).

5. Lockdown Procedures

5.1 All schools should consider the need for robust and tested school lockdown procedure. 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 minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

5.2 On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

5.3 **Dynamic Lockdown** refers to the school's ability to rapidly restrict movement and access across all or part of the school site in response to an internal or external threat. Depending on the nature of the incident, the school may implement either a Partial (Orange) Lockdown or Full (Red) Lockdown. The response will be guided by a dynamic risk assessment undertaken by senior leaders and, where appropriate, the emergency services.

6. Partial Lockdown (Orange Lockdown)

Alert to staff: "Partial Lockdown, Orange Lockdown"

6.1 This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received, for example, regarding the risk of air pollution.

6.2 **Immediate action:**

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via the school walkie talkie system);
- The teacher leading the class must take a register to ensure all children are present;
- Staff to inform a senior leader by via the school walkie talkie system if a pupil or member of staff is missing;
- All staff and pupils will remain in the building, and external doors and windows locked;
- Staff will do all they can to keep a calm atmosphere in the classroom. The children could engaged in a quiet activity or read a story. All adults must keep alert to the emotional needs of the pupils;
- Staff and pupils will remain in lock down in the classroom until the lockdown has been lifted by a senior member of staff or the emergency services;
- Essential movement around the building may be permitted dependent upon circumstances, however, this must be supervised by a member of staff.

6.3 Once all staff and pupils are safely inside, senior members of staff will conduct an on-going dynamic risk assessment based on advice from the Emergency Services. Any developments will be communicated to staff and pupils by senior members of staff via the school walkie talkie system.

6.4 "Partial lockdown" is a precautionary measure but puts the school in a state of readiness (should the situation escalate) whilst retaining a degree of normality for the children.

6.5 Emergency Services will advise as to the best course of action in respect of the prevailing threat.

7. Full Lockdown (Red Lockdown)

Alert to staff: "Full Lockdown, Red Lockdown"

7.1 This signifies an immediate threat to the school and may or may not be an escalation of a partial lockdown.

7.2 **Immediate action:**

- All pupils to return to their classrooms with the teachers. Pupils who are outside of the school buildings are to be brought inside as quickly as possible, unless this endangers them or others. If children remain outside, they will move to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- Teacher will take a register to ensure all children are present;
- External doors locked. Classroom doors locked, depending on the circumstances, internal classroom doors may also need to be blocked using classroom furniture;
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks;
- During a full lockdown, no one can leave the classroom under any circumstances.

- Follow the **CLOSE** procedure: ○ **C**lose all windows and doors ○ **L**ock up ○ **O**ut of sight and minimise movement ○ **S**tay silent and avoid drawing attention
  ○ **E**ndure. Be aware you may be in lockdown for some time

7.3 Once in Full Lockdown mode, staff should notify senior leaders immediately of any pupils or adults not accounted for via the school walkie talkie system or by mobile telephone. Senior leaders will assess the situation and determine any appropriate action, in consultation with the Emergency Services where necessary.

7.4 During a Full Lockdown, all staff will do all they can to keep a calm atmosphere in the classroom. The children could engaged in a quiet activity or read a story. All adults must keep alert to the emotional needs of the pupils.

7.5 Staff and pupils will remain in lockdown in classrooms until it the lockdown has been lifted by a senior member of staff or the emergency services. The signal for 'all clear' will be given via the school walking talkie system, by verbal confirmation in person or via telephone from a senior member of staff.

7.6 Catering Staff will be updated at all times and will close the shutter to kitchen, turn off lights and lock their doors.

7.7 If it is necessary to evacuate the building, the fire alarm will be sounded, and everyone should leave the building via the nearest exit and assemble on the school playground as usual. If an evacuation of the full site is required, all children and staff will be directed to move to The Goodwin Hub (opposite Tigers Lair) 63-71 Anlaby Road Hull HU3 2LL. See appendix for all contact details.

7.8 During lockdown, staff will keep agreed lines of communication open, via the school walkie talkie system, or telephone, but will not make unnecessary calls to the central office as this could delay more important communication.

7.9 As appropriate, communication with the Emergency Services will be established along with Hull City Council and Humber Education Trust senior leaders.

7.10 It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in whole school staff training session each year.

7.11 Pupils, Staff and Visitors Requiring Additional Support: The school will ensure that appropriate arrangements are in place to support pupils, staff and visitors who may require additional assistance during a lockdown or critical incident, including those with SEND, medical needs or mobility difficulties. Individual support arrangements and Personal Emergency Evacuation Plans (PEEPs), where applicable, will be considered as part of emergency planning to help ensure the safety and wellbeing of all members of the school community.

8. Communication between parents and the school

8.1 In the event of a lockdown or any incident, developments and key information will be communicated to parents as soon as is practicable.

8.2 Parents may be told: "The school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody is allowed in or out".

8.3 Parents will be given enough information about what will happen so that they: ○ Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;

- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from;
- Pupils will not be released to parents during a lockdown;
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

9. Emergency Services

9.1 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 school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

9.2 Emergency Services will support the decision of the Headteacher or Deputy Headteacher with regarding the timing of communication to parents

10. Review

The governing body will review this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy was approved by the governing board – *(Spring term 2026)*

To be updated: Autumn 2026

Appendix 1 – Partial Orange Lockdown Cards

Partial Lockdown – Orange Lockdown
Senior Leader Checklist

Immediate action for senior leaders:

- **Inform all areas** of the school using the school's walkie talkie system
- **All outside activity to cease immediately; pupil and staff to return to the building**
- **Ensure that all children and staff are accounted for including visitors to the school**
- **Inform emergency services, HET senior leaders and the site manager**
- **All external doors and windows to be locked** (check windows and doors in communal areas). Think about:
    - Side access doors
    - School hall
    - Sports hall
- **Essential movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff at all times.**
- **Set up a 'control' room where senior leaders will stay to lead on the situation**
    - Ensure that all staff and children are accounted for
    - Ensure all communal spaces are locked and secure
    - Set up telephone lines of communication
    - Think about how to and what to communicate to parents
    - Prepare for evacuation by contacting Salvation Army for support

Partial Lockdown – Orange Lockdown Card
Classroom Staff Checklist

Immediate action for classroom staff:

• **All pupils and staff to remain in the classroom.** All outside activity to cease immediately, pupil and staff to return to the building.

• **Teacher to take a register** to ensure all children are present. Inform a senior leader by walkie talkie or mobile phone if a pupil or member of staff is missing.

• **All external doors and windows locked**.

• **Staff will do all they can to keep a calm atmosphere in the classroom.** The children could engaged in a quiet activity or read a story. All adults must keep alert to the emotional needs of the pupils.

• Staff and pupils remain in lock down in the classroom until it has been lifted by a senior member of staff or the emergency services.

• Essential movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff at all times.

Appendix 2 – FULL Red Lockdown Cards

FULL Lockdown – Red Lockdown
Senior Leader Checklist

Immediate action for senior leaders:

- **Inform all areas of the school** using the school's walkie talkie system
- **All outside activity to cease immediately, pupil and staff to return to the building**
- **Ensure that all children and staff are accounted for including visitors to the school**
- **Inform emergency services, HET senior leaders and the site manager**
- **Secure the site fully with ALL external doors and windows locked** (check windows and doors in communal areas). Think about:
    - Side access doors
    - School hall
    - Sports hall
- **Set up a 'control' room where senior leaders will stay to lead on the situation**
    - Ensure that all staff and children are accounted for
    - Ensure all communal spaces are locked and secure
    - Set up telephone lines of communication
    - Think about how to and what to communicate to parents
    - Prepare for evacuation by contacting Salvation Army for support

Follow the **CLOSE** procedure:

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

FULL Lockdown – Red Lockdown Card
Classroom Staff Checklist

Immediate action for classroom staff:

• **All pupils and staff to remain in the classroom.** All outside activity to cease immediately, pupil and staff to return to the building.

• **Teacher to take a register** to ensure all children and staff are present. Inform a senior leader by walkie talkie or mobile phone if a pupil or member of staff is missing.

• **All external doors and windows locked**. Classroom doors locked, depending on the circumstances, internal classroom doors may also need to be blocked using classroom furniture, windows locked, blinds drawn, pupils sit quietly out of sight under desks

• **During a full lockdown, no one can leave the classroom under any circumstances.**

• **Staff will do all they can to keep a calm atmosphere in the classroom.** The children could engaged in a quiet activity or read a story. All adults must keep alert to the emotional needs of the pupils.

• Staff and pupils remain in lock down in the classroom until it has been lifted by a senior member of staff or the emergency services.

- Follow the **CLOSE** procedure:
  - **C**lose all windows and doors
  - **L**ock up
  - **O**ut of sight and minimise movement
  - **S**tay silent and avoid drawing attention
  - **E**ndure. Be aware you may be in lockdown for some time

- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the school playground or move to Ice House Road Salvation Army site

- During lockdown, staff will keep agreed lines of communication open, via telephone, but will not make unnecessary calls to the central office as this could delay more important communication

Information for Adelaide Evacuation Procedures

The Goodwin Hub (opposite Tigers Lair)

63-71 Anlaby Road Hull HU3 2LL

A large hall space and toilets available on site. If you need to use this facility in the event of an evacuation, contact details are:

Goodwin Estates Phone (staffed 24-7) **07973 385 951**

Second phone number is Rebbekah Wilson Head of Risk and Compliance 07966 186 425