Navenby Church of England Primary School

LOCKDOWN POLICY 'Operation Fortress'

This policy was approved by Governors on 1st October 2026 and will be reviewed in the Autumn Term 2027.

1. Rationale

All schools should consider the need for robust and tested school lockdown procedures (known henceforth as 'Operation Fortress'). Operation Fortress 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. 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. As our Christian vision states: '*We serve the pupils and families in our care and the wider community to **provide stability**, particularly in times of need'.*

Operation Fortress is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

2. Notification of Lockdown

Staff will be notified that Operation Fortress procedures are to take place immediately on hearing the chosen alarm (three short sharp blasts on an air horn). These horns are placed strategically around the school so that the alarm can be sounded from anywhere on the school premises.

3. Procedures

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.

3.1 The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors. Blinds will be closed.

3.2 At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3.3 Children and adults (including volunteers) working outside the classrooms will proceed to the nearest occupied classroom and remain with that class and class teacher. Children using toilets when lockdown procedure is engaged will go to the nearest classroom.

3.4 Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows/blinds. Year 5 adult to close KS2 corridor fire door, Year 4 adult to close Orchard Room door, Early Years adults to make sure Reception doors are locked. Year 1 adult to check YR/Y1 toilets. Year 2 and Year 3 adult to check Y2/Y3 toilets. Year 4 adult to check Y4 toilets; Year 6 adult to check Y5/6 toilets. Headteacher and office staff to secure the main entrance, offices, adult toilets and staffroom if not in use by others.

3.5 No adult or child to leave the room for any reason whilst in lockdown.

3.6 Staff on PPA to lockdown in the staff room, first aid room or 'Yellow Room', remaining quiet with no kettles on.

3.7 Mid-day Supervisers to close the kitchen and turn off lights and secure the hall.

3.8 If practicable staff should notify the school office staff by email via the class iPad that they have entered Operation Fortress and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

3.9 For Breakfast Club and Extra Timers, the above procedure will be followed with the addition that once doors and windows have been secured and blinds/curtains closed, the children will be escorted to the Year 2 classroom. Here they will be guided under the classroom tables where they will remain silent until Operation Fortress has been lifted. In the event that Mr Elliott or a member of the SLT is not present, Mrs Woolsey (Breakfast Club) or a member of Extra Timers will assume the key decision-making positions.

4. No One Should Move About The School

4.1 Staff will support children in keeping calm and quiet.

4.2 Staff to remain in lockdown positions until informed that everything is now all clear. This will be done by a single 2 second blast of the horn in hierarchical order this will be: Headteacher – Mr Elliott; Deputy Headteacher – Miss Sheardown; Senior Leadership Members – Mr Swain or Mrs Howard.

4.3 As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

5. Staff Roles:

5.1 Headteacher (or Deputy Headteacher in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

5.2 Head or Deputy to call police and Local Authority if necessary (LA phone number on display in the main office).

5.3 If a class is out of school e.g. at the leisure centre, church or on a trip office, staff will call the class teacher and warn them that school is in Operation Fortress mode. Advice will be given as to when it is safe to return to school.

5.4 Individual teachers/HLTAs/TAs roles are identified above in section 3.4

5.5 Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.

6. Communication with parents

If necessary parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system.

- Parents will be told:

'The school is in a full Operation Fortress situation. Please do not phone or come to school. Information will be shared when it is safe to do so.'

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

- Pupils will not be released to parents during 'Operation Fortress'.

- Parents will be asked not to call school as this may tie up emergency lines.

- If the end of the day is extended due to the lockdown, parents will be notified and will receive information from the office staff or the emergency services about the time and place pupils can be collected.

- 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.

7. Lockdown drills

Operation Fortress practices will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

8. Review

The Governing Body recognises the importance of keeping its Operation Fortress Policy up-to-date and will review this policy every year. 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 following a full lockdown practice.

Policy Approved: Full Governors meeting held on 1st October 2026

Signed:

Chair of Governors: …… Mr J KIrby

Head teacher ……..…….. Mr C Elliott

Health and safety Governor…….. Mrs S Hellard