



Hughenden Primary School Lockdown Procedure

November 2024

Approved by:	LAC Board Members
Date:	Autumn 2024
Next review due by:	Autumn 2026

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. 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. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Full Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing the school bell rung. This is a pulse bell which will sound throughout the school. If children are outside playing, they will be alerted by the sound of the pulsing alarm.
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Procedures:

Follow the CLOSE procedure:

Close all windows and doors

Lock all doors

Out of sight (away from windows) and minimise movement
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Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time
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1. The sound of the pulsing alarm will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Any mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
4. Staff should notify the main office by phone (internal phone system) of any children not accounted for.
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
7. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

Headteacher (or SLT in absence) to raise the alarm (turn on the pulse alarm system)

School Business Manager to ensure that the front door is locked and police called if necessary
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Staff in staffroom to ensure front blinds are closed (Staffroom, Middle Leaders Room, Headteacher's Office)

Individual teachers/ LSA's lock/close classroom door(s) and windows.
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Nearest adult to check other exit doors – hall door and Year 6 toilet door
Communication with parents:
If necessary parents will be notified as soon as it is practical to do so via Class Dojo. For those not on Class Dojo this will be by phone call.

Parents will be told:

‘The school is in a full lockdown situation. During this period the phone and entrances will be unmanned, external doors locked and nobody allowed in or out.’

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 a lockdown. 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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Secondary Policy regarding Migration from Hughenden Primary School Site:

In certain circumstances, it may be necessary to vacate the site and relocate pupils and staff to an alternative location for safety reasons.

The first designated safe haven will be The Village Hall because of its proximity to the school, its opening hours and safe walking route.

SCHOOL MIGRATION PLAN

This plan is for the evacuation of the whole School site and moving to a place of safety.

Initiate the Migration Plan	Responsible Person
• Assemble the SLT, they will assess the situation and the risks involved and whether to migrate site. • They will only migrate if the risks of staying exceed the risks of going, or if instructed to do so by the emergency services. • Decide which Safe Haven is the most suitable and ensure it is available, notify them the School is coming. • Consider activating the School Closure Plan (text alert to all parents and guardians)	SLT
• Notify the MAT CEO, LA and request additional resources if required. • Those children with mobility issues will be transported by two designated members of staff by a minimum of 2 staff to 1 child.	Lead Office staff
• Notify all staff when the School Evacuation/Migration/Closure Plan will be activated, the mode of transport and to which Safe Haven. • Nominate staff to deputise for those staff in the Plan who are absent. • Organise instruct all staff to assist where appropriate.	SLT
• Inform the Police, MAT CEO, Chairman of Governors and other site users when the School Migration Plan has been activated. • Check the Visitors Sign In System and send away all visitors, contractors and suppliers. • Initiate an action log.	Lead Office staff
Dispatch an Advance Party to the Safe Haven	
• Take copies of the School Critical Plan, mobile phones/chargers and laptops for communication and situation updates. • On arrival at the Safe Haven make arrangements for the arrival of the migrating School, including access of special needs and safe pick-up points for parents collecting children. • Liaise with the Safe Haven/LA if additional staff/resources are required. • Prepare to activate the School Closure Plan.	Senior manager at safe Haven.
At the designated time activate the School Evacuation Plan	SLT
When the Evacuation is complete, activate the Migration Plan	SLT
• Inform the pupils what is happening • If transport is required for individuals with mobility needs, we will organise it. • Form up into a whole school group with by with youngest children at the front of the column. • Walk in column by class groups to the Safe Haven. Keep together and take care crossing roads. • If parents/guardians join the column while en route encourage them to walk with the column to the Safe Haven. Children must not be released until they have reached the safe haven and have been registered.	ALL ACREDITTED STAFF

• Keep a register of children who are collected by their parents/guardians from the safe haven.	
• Secure the School buildings and site after everyone has left, and report the site as secure to the SLT	<i>SLT</i>
On arrival at the Safe Haven	
• Take a class registers to ensure all individuals are accounted for. Ensure the whole School is accounted for, Initiate appropriate action to locate/report missing individuals and report to the SLT. • Keep the children under supervision.	<i>ALL ACREDITTED STAFF</i>
• Remain at the Safe Haven until it is safe to return or activate the School Closure Plan • When parents arrive to collect their children, they must be signed out by the appropriate lead adult.	<i>SLT</i>



LOCK DOWN PROCEDURES

Notification of Full Lockdown

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1. Pulse alarm bell will sound throughout the school
2. Business Manager to lock the school front door and call for assistance if required – 999
3. All staff and pupils - upon hearing the alarm, return quickly and calmly to the classroom
4. Lock internal doors, external doors and close all windows and blinds
5. Keep all pupils away from windows and doors
6. Pupils should be engaged in a quiet activity – they are to remain quiet and calm where possible
7. If an issue within the classroom, staff member should either call office via internal phone system or display unhappy face on the glass of the internal door. You await instruction from SLT – you are not permitted to leave the classroom
8. Once safe to do so, a member of SLT will signal the all clear to each class.