Hawkchurch School Lockdown Policy and Procedure

2026

Lockdown Guidance and Procedures

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Full lockdown and partial 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, pupils, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if the can be de-escalated to a partial lockdown where a full lockdown is not required.

There are a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. 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 cause risk to staff and pupils)
- A warning 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 animal roaming loose, I.e. dangerous dog, loose cattle.
- Air ambulance landing on school field

School Security (this will need to be adapted for your own setting)

In developing a viable and robust lockdown procedure for Hawkchuch we have in place a number of physical systems to improve security.

These include:

- Perimeter fencing around the entire site making it difficult to access the playground when it is locked.
- All gates are locked and can only be unlocked by a security code or by a member of staff remotely
- Some internal doors are secured with a code system which electronically secures the door, so there is no access beyond.
- All All external doors to the classrooms can be locked quickly and efficiently from inside.
- There is an entry control point before visitors can access the school via the main entrance.
- An intercom is used on the external gate for visitors to identify themselves prior to entering the school grounds.

- Visitors are signposted to the main gate which is controlled via a safety gate which is accessed only by a member of staff (or is not on the main school site)

To ensure the schools lockdown procedures are effective the Head Teacher will:

- Conduct a number of table top exercises with the senior management team to test the procedure against various scenarios
- Rehearse lockdown arrangements with staff and pupils – done in a suitable way that does not upset the children i.e. with the use of a story 'wild horse in the playground'
- Display lockdown drill information in every classroom alongside information relating to fire and evacuation drills.

School Lockdown Arrangements

The school has three levels of Response – Partial Lockdown, Full Lockdown, Evacuation

Partial Lockdown - This may be as a result of a ***reported incident/civil disturbance in the local area 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 regarding the risk of air pollution etc. Partial lockdown is a ***precautionary measure*** which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a ***degree of normality to continue.***

Full Lockdown **- This** signifies an ***immediate threat*** to the school and may be an escalation of a partial lockdown. There is ***no attempt to continue the normal business inside the school*** building and ***no movement around the school*** unless absolutely necessary and in response to changing circumstances.

Evacuation **–** If the threat is inside the building (i.e. fire, gas leak etc, but not bomb threats) consider evacuation. If the incident is outside the building it may be safer to stay inside, but the responsible person should consider evacuation. It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Partial lockdown procedures:

This may be as a result of a ***reported incident/civil disturbance in the local area 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 regarding the risk of air pollution etc. Partial lockdown is a ***precautionary measure*** which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a ***degree of normality to continue.***

Once the Head teacher or senior teacher has decided to instigate a partial lockdown the procedure is:

1.. The Head teacher will alert all classrooms in person and state 'partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teacher assistants, visitors. Office staff will share agreed communication methods with them, i.e. email, phones. All staff to log on to internal email, inc permission of use of personal mobile phones (on silent and vibrate off) as necessary
2. The school administrator will contact the Emergency services if necessary.
3. The school's Administrator will alert, in person, all other non-year group linked spaces i.e. staff room
4. All outside activity to cease immediately, pupils and staff return to the main building closing doors behind them. Head teacher will walk around the outside perimeter of the school and ensure that any staff and pupils working outside are alerted to the partial lockdown status.
5. If it is break time, the school firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet play' procedure will be initiated as a prompt for pupils and staff to come inside; all staff on duty will move quickly through the playground instructing all staff and pupils to move indoors.
6. All staff and pupils remain in the main building and external doors and windows closed. And blinds shut if necessary (if need to refrain pupils from witnessing an incident)
7. Head teacher/administrator will walk through the school and ensure that all external doors are closed and that the external classrooms are secure. All doors, once shut, cannot be opened from the outside.
8. Head teacher to contact First Federation Leadership Team

9. Head teacher / administrator to send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as will be a discrete tool for circulating non urgent information.
10. Free movement will be permitted within the building unless circumstances are such that this is not possible.
11. Administrator will stop people leaving or entering the site
12. All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority, First Federation Trust, Emergency Services and other agencies, as appropriate and depending on changing circumstances.
13. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown Procedures

This signifies an ***immediate threat*** to the school and may be an escalation of a partial lockdown. There is ***no attempt to continue the normal business inside the school*** building and ***no movement around the school*** unless absolutely necessary and in response to changing circumstances.

Once the Head teacher/admin/senior teacher has decided to instigate a full lockdown the procedure is:

Immediate Action

1. To notify school of full lockdown the alarm will sound
2. School administrator to immediately phone emergency services
3. All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into a nearly room or evacuate from school grounds if this is safer option.
4. Head teacher will ensure they are in a safe space which will allow for communication (Admin office)
5. Other non-year group linked spaces i.e. staff room and field to be notified of full lock down
6. Once in full lockdown, each class teacher must share 'full lockdown' status with any other adult in the classroom e.g. teacher assistants, visitors. All staff to log on to internal email, inc permission of use of personal mobile phones (on silent and vibrate off)
7. Head teacher and administrator will walk through the school, if intruder not in the building, and ensure that all external doors are closed and locked. All doors, once shut, cannot be opened from the outside. The main entrance to the school will also be locked including the lobby door to prevent access to the school via the lobby if an intruder not in the building.
8. All classroom doors to be locked. Furniture may be used to obstruct doorways. Classroom windows will be closed/locked, blinds drawn and lights off.
9. Pupils will sit together, quietly and out of sight as much as possible (e.g. Under desks or around corners) This may have to be the reception corridor by the main toilets as it is the only part of the building that is not visible.
10. If practical, all staff and pupils in the room will be told the safe exit point if an intruder was to gain access into the room
11. Teachers to do a head count of the pupils in their class. If not all pupils accounted for, take a register. Head Teacher and Emergency Services should be made aware of any pupil not accounted for (internal email or text to head); staff should not search for a missing pupil unless it is certain where the pupil is, the location is near and there is no apparent risk in that vicinity.
12. Head teacher/ administrator to send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as will be a discrete tool for circulating non urgent information.
13. Staff should avoid making unnecessary calls to the office as this could delay more vital communication.
14. School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will be initially shared via the school email system – all staff to ensure that email accounts are open daily.
15. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and pupils to make their way to the normal evacuation points or local safety point which is the KS2 playground

Evacuation Procedures

If a fire, or a similar risk in the building, then fire alarm is sounded and normal evacuation procedures apply

If the incident is outside the building it may be safer to stay inside, but the responsible person should consider evacuation. It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

In some circumstances, it would be safer for some or all of the school to conduct a full site evacuation to a local place of safety.

Once the Head teacher or senior teacher has decided to instigate an evacuation to a local place of safety, the procedure is:

Immediate Action

1. Full site Evacuation signalled by fire alarm with Administrator/Head instructing school staff to evacuate site to village church by verbal means of communication
2. Administrator/Head teacher to immediately phone emergency services
3. Pupils and staff evacuate the building via safe routes (depending on nature of incident this will vary) following usual fire evacuation principles
4. Staff and pupils to make their way out of the school via the front gates to the church
5. Teacher take mobile phone if possible
6. Teacher help all children exit classroom, assisting those who need additional help
7. Administrator/Head teacher to take means of communication with them, i.e. mobile phone/tablet and where possible take registers and grab bag
8. Once at the church, Teachers to do a head count of the pupils in their class, take a register if possible. Head Teacher and Emergency Services should be made aware of any pupil not accounted for verbally by head or administrator, staff should not search for a missing pupil unless it is certain where the pupil is, the location is near and there is no apparent risk in that vicinity.
9. Administrator/Head teacher to send a short, internal email to all staff advising of the situation; all teachers during full evacuation should be logged into their email system as possible
10. Staff should avoid making unnecessary calls to the office as this could delay more vital communication.
11. School remains in full site evacuation until it is lifted by a senior member of staff, as advised by the emergency services.
12. In Hawkchurch CofE Primary School, the whole school would be evacuated due to the size

Communication between parents and school

School lockdown procedures, especially arrangements for communication with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.

• In the event of a full lockdown or site evacuation, the incident or development will be communicated to parents as soon as it is practical and appropriate to do so. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

• The administrators, once secure themselves and all other procedure outlined above have taken place, will send a text message/email via the text system stating

'the school has gone into full lockdown. This is because …… Every effort is being taken to keep the children safe. During this period, the telephone system and entrances will be unmanned, external doors locked and nobody allowed in or out of the school. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your children'

• 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.

Possible Appendices/supporting documents for Head Teachers

- Full Lockdown template
- National Police Chiefs Guidance 'Run, Hide, Tell'
- Emergency Lockdown drill evaluation template
- DCC OMG Ready for Anything Lockdown

Possible Appendices/supporting documents for First Federation Trust Leaders

- DfE Post incident support checklist
- DfE Terrorist incident checklist
- DfE De-brief and lessons learned template
- Advice for security managers during a heightened threat level | ProtectUK