



Hexham First School Lockdown Policy

Date adopted: February 2020

Reviewed : July 2025

School Lockdown Policy and Procedures

School Emergency Planning Team

Headteacher
Admin support

Rationale

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 is not able to 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 is a serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security:

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” – Dial 999 and police will respond. You should **always consider their advice** before a decision is taken to close or evacuate.

Notification of Lockdown

Please note air horns are situated in the following locations:-

- ***School Office***
- ***Hall***
- ***EYFS***

Staff will be notified that lock down procedures are to immediately take place on hearing short bursts of air horns from the playground

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school office, fob 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, projectors and computer monitors will be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. Children using toilets when siren goes.
4. Staff should know if any pupils are not present. If able, they should contact the office to notify which children are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff will support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher or school Office manager in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. **Individual teachers/ Learning support assistants** to lock/close classroom door(s) and windows. Nearest adult to check exit doors to ensure all doors are locked.
2. **Staff** in the PPA room (off the HUB), snug or photocopy room to lock down in these rooms.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – Dojo / website/ Parentmail (email)/ telephone.
- 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 by office staff or emergency services and will receive information about the time and place pupils can be picked up.
- A letter to parents will be sent home as 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.

Lockdown Drills

Lock down practices will take place a minimum of once a year to ensure that all staff and pupils know exactly what to do in such a situation. Monitoring of practices will take place and be debriefed to staff so improvements can be made.

Lockdown plan as follows:-

Signals	
Signal for lockdown	Air horns sounded in school by designated staff. Mrs Overton and Mrs Burke If children are outside, airhorn will be sounded to alert staff to collect children from outside and bring inside as quickly as possible. The normal school bell will be used to signal to the children that they are to line up and wait for their teacher.
Signal for all clear	Verbally from Headteacher/ Mrs Burke

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) should all be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Air horns
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to The Family Hub adjacent to the school The Headteacher and Office Manager will make the necessary arrangements to provide a secure place for the children and inform all staff and children of the procedure to be followed.
Initial response – lockdown	

Class teachers: Ensure all pupils in their class are inside the school building. Alternatively, ask pupils to hide if this will improve their safety. All pupils take cover under their desks silently.
All staff: Lock/secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
Office staff: Dial 999. Dial once for each emergency that you require.
Classroom staff: Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw blinds Turn off lights Stay away from windows and doors
All staff: Ensure that they are aware of an exit point in case the intruder does manage to gain access .
Headteacher and Office manager: If possible, check for missing/injured pupils, staff and visitors.
Kitchen staff: Staff to lock door and remain hidden until an all-clear has been given, or unless told to evacuate by the emergency services.
All staff: Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Review

This policy and procedures will be reviewed annually.