



**Holy Trinity
Church of England (VC)
Primary School
Halstead
www.holytrinityhalstead.com**

**KEY
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LOCKDOWN PROCEDURES

*‘We are an inclusive,
aspirational school that builds a
kind and resilient community’*

Owner: S Rowe

Signed off: June 2024

Signed off by: FGB

Date of review: June 2026



Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.

Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.

Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already). Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with the Data Protection Act.

The Headteacher would contact the site, office and kitchen teams and Key Stage Leads would contact staff through phone groups in the situation of an emergency.

The office team will probably be the first to hear about an emergency and it may have been shared on social media before management know, which may raise other concerns.

Areas to think about:

- Bomb threats
- Search planning
- Evacuation/invacuation planning
- Guidance for firearms and weapon attacks
- Staff awareness and security culture
- Preparedness
- Physical security
- Mail handling
- Hostage situations

ALWAYS:

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

Partial Lockdown – *this is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.*

May be as a result of:

- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.
- A threat received by the school, ECC, media etc.



- A warning being received regarding the risk of air pollution
 - In the event of air pollution, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Immediate Action:

- Contact the Emergency Services if necessary
- Staff check designated areas (as specified in the fire procedures)
- All outside activities cease immediately, pupils and staff return to the building. Communication via walkie talkies and phones used so that staff members can be alerted during break times. If alert is during a morning break or lunchtime break, staff and children in the play are to assemble in the hall and then is deemed safe, teachers escort the children to year group class base.
- During lesson time where children are situated in an area other than their usual classroom, children and assigned staff assemble in the nearest classroom.
- All staff and pupils remain in the building with external doors and windows locked.
- Depending on circumstances, free movement within the building may be permitted.

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

Full Lockdown – *this signifies an immediate threat to the school and may be an escalation of a partial lockdown.*

Immediate action:

- Activate lockdown alarm
- Staff check designated areas (as specified in the fire procedures)
- Contact the Emergency Services if necessary
 - All outside activities cease immediately, pupils and staff return to the building. Method of communication with walkie talkies and phones used so staff members can be alerted during break times. If alert is during a morning break or lunchtime break, staff and children in the play are to assemble in the hall and then is deemed safe, teachers escort the children to year group class base.
- All pupils return to base (classroom, tutor room or other agreed location, e.g. sports/assembly/dining hall)
- External doors are locked, classroom doors locked (where a member of staff with a key is present), windows locked, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under a desk or around a corner) somewhere not visible to external people.
- Online register taken – the office will contact each class in turn for an attendance report.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building - although staff should be mindful that the fire alarm may have been activated by the intruder. Use phones to communicate misinformation as soon as possible.

During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to



the main school office as this could delay more important communications.

Bomb Threat – *upon receiving a message that a bomb has been planted in school.*

Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background-Notify the Headteacher/most senior member of staff
- Headteacher/most senior member of staff orders evacuation of all persons inside the building(s)
- Headteacher/most senior member of staff notifies police (call 999)

Evacuation Procedures:

- Headteacher/most senior member of staff warns students and staff (do not mention "Bomb Threat"). Use standard fire drill procedures:
 - Students and staff must be evacuated to a safe distance outside of school building(s)
 - Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher/most senior member of staff notifies students and staff of termination of emergency.

Where tests are taking place (advice from [JCQ – Joint Council for Qualifications](#)):

- Immediate Action:
 - Evacuate the test room in line with the instructions given by the appropriate authority
 - Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
 - Make a note of the time of the interruption and how long it lasted
 - Make a full report of the incident and of the action taken, and send to the relevant awarding body

It is recommended that schools check on the relevant awarding board websites for any further/updated recommendations. For schools undertaking SATs they should check the Test Administrator's Guide for any further recommendations.

Further Information

Further information is available from [Gov.uk](#) and includes the [Stay Safe Film – 'Run, Hide, Tell'](#) and [Emergency Planning and Response](#).