



HEBDEN GREEN COMMUNITY SCHOOL



Lockdown Procedure

Written by	Reviewed by	Ratified by	Ratified on	Status
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Staff responsibilities

Staff Member	Responsibilities
Headteacher	Co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Business Manager	Deputise- Co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Deputy/ assistant headteachers	Escort visitors to agreed safe place. Communicate with parents/carers. Deputise the above if necessary
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.
Premises manager	Make sure all access points are secured.

Security lockdown signals

Alarm or signal for lockdown	Signal for all clear
<ul style="list-style-type: none">Walkie talkie message of LOCKDOWN LOCKDOWNWord of mouth and phone calls to classes from the admin office	<ul style="list-style-type: none">Walkie talkie message of ALL CLEARWord of mouth and phone calls to classes from the admin office

Security lockdown plan

Our safe assembly points	<p>Pupils to remain in their class group classrooms with their class staff and support staff (Welfare assistants and mid days)</p> <p>Admin staff, site staff, cleaners and catering team to go to the admin office.</p> <p>Leadership to remain with their own teams in a classroom, office or attend the wellbeing room</p> <p>Visitors to be taken to the wellbeing room and the door locked.</p>
Secure entrance and exit points	<p>Premises manager to quickly secure external doors, lockdown button to be pressed in reception to disable all doors apart from leadership fobs. CCTV used to monitor outdoor area. Reception main entrance door disabled. Classes to secure their own external doors to playground areas.</p>
Bring pupils inside	<p>Walkie talkies to be taken outside and to the hall in breaktimes and lunch times to ensure pupils are brought inside as quickly as possible so that the lockdown alert can be heard quickly and pupils can be brought inside/</p>
Steps to increase protection	<p>Upon hearing the alarm:</p> <ul style="list-style-type: none">• Bring all pupils in and Lock doors• Close all blinds• Position children away from sightlines from external doors and windows• Take a register of children in the area and communicate via walkie talkies to leadership
Internal communication during a lockdown	<p>All communication will be given over the walkie talkie system within school</p>

<p>Communication with parents/carers during a lockdown</p>	<p>Parent/carers will be informed via a combination of text and email.</p> <p>The text will ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<p>Lockdown duration</p>	<p>According to DfE guidance, school should remain in a state of lockdown until a member of the leadership team or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>If required an evacuation plan will be communicated over walkie talkies.</p>
<p>Security lockdown drills</p>	<p>Lockdown drills will be practiced once per year. DfE guidance is to do this termly however due to the SEND needs of many of our pupils this could be a very distressing event, therefore a practice of the procedure once per year is deemed sufficient by the leadership team and governors.</p> <p>We will inform staff, pupils and parents/carers in advance of this.</p>

Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		