St Hilda's School
HARPENDEN
Caring, Curious & Confident

LOCKDOWN POLICY

Name of Policy	Lockdown Policy
Reviewed by	Dan Sayers Daniel James Emily Halliday
Review Date	November 2026
Next Review Date	November 2027
To be Read in Conjunction with	• Safeguarding Policy • Crisis Management Policy
Legislation Referenced	• Martyn's Law (Terrorism Protection of Premises Act 2025) — **comes into effect April 2027** • DfE guidance "The Terrorism (Protection of Premises) Act 2025: in education" November 2026

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

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1. INTRODUCTION

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires full or partial lockdown, as set out in the Terrorism (Protection of Premises) Act 2025, commonly referred to as "Martyn's Law".

Under the DfE's non-statutory guidance "The Terrorism (Protection of Premises) Act 2025: in education" (here), schools will be considered as qualifying premises under the standard tier even if expected numbers exceed 800. As a small school, St Hilda's does not meet the minimum qualifying capacity of 200 under Martyn's Law, but the school has nonetheless undertaken planning to prepare for a lockdown situation, as encouraged by the DfE.

This Policy sets out the school's Lockdown procedures, and these instructions are in conjunction with the school's **Safeguarding (Child Protection) Policy**, **Health and Safety Policy**, and **Crisis Management Policy**.

2. WHO IS COVERED BY THE POLICY

This policy covers all those registered at the school as pupils, and all individuals employed by the school, irrespective of their status, level or grade. It therefore includes members of the Senior Management Team, teaching staff, non-teaching staff, part-time or fixed-term employees, peripatetic staff and volunteers and contractors (collectively referred to as "employees" in this policy).

3. STATUS OF THE POLICY

This policy has been approved by the school's Board of Governors. The Headteacher is responsible for this policy. Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with the Headteacher.

This policy is not part of the contract of employment of any employee and the school may amend it at any time. However, it is a condition of employment that employees and others will adhere to the rules of the policy. Any breach of the policy will be taken seriously and may result in disciplinary action.

4. PURPOSE OF POLICY

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 and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These procedures may be implemented when there is a serious safety or security risk to the premises and its occupants, for instance due to:

- A reported incident or civil disturbance in the local community
- An intruder or dangerous animal on the site
- A warning being received regarding a nearby air pollution risk (smoke, gas plume etc.)
- A major fire in the vicinity of the school
- Serious adverse weather conditions

These procedures are planned as a swift response to an immediate threat to safety of members of the school community. By its nature, a violent attack by intruders to the school site will be unpredictable. Members of the school community should be alert to the security of the school site and procedures for responding to a potential threat.

5. LEAD PERSON DURING THE LOCKDOWN

The Lead Responsible person during any Lockdown (practice or actual) is the Headteacher, Mr Dan Sayers. The Deputy Head and Business Manager will act as Deputies.

6. LOCKDOWN SIGNALS – SOUNDING THE ALARM

6.1 **Standard alarm using the school's TeamSOS system.**

Any member of the Senior Management Team will be able to initiate a school-wide lockdown using the School's emergency alert system (TeamSOS). This will generate a pre-set lockdown alert across school-managed devices, providing clear instructions and allowing staff to confirm their safety or request urgent assistance.

In line with Keeping Children Safe in Education 2026 and the School's mobile phone policy, TeamSOS may also be installed on personal mobile devices as an **optional contingency measure**, particularly for staff supervising pupils on the school field or in other outdoor areas where access to school-managed devices may be limited. The use of personal mobile phones for this purpose is strictly limited to emergency communication and does not replace the School's established safeguarding expectations or procedures regarding mobile phone use around children.

Where TeamSOS notifications cannot be received, alternative lockdown communication procedures will be followed.

Parents will be notified as appropriate and requested not to contact the School during an active lockdown, to ensure communication channels remain available for emergency use.

6.2 Back-up alarm procedure.

In the event of a power failure or any other situation in which TeamSOS is unavailable or not operational, the School's tannoy system will be used as an alternative means of communicating a lockdown. The tannoy system is supported by a battery backup, allowing it to remain operational during a power failure, subject to the battery's capacity and condition.

The tannoy will be activated by a member of staff pressing the two red buttons located on the tannoy switches in the main office and learning support 1 (under desk buttons). This will trigger a pre-recorded

lockdown announcement throughout the School buildings and grounds, instructing pupils and staff to follow the established lockdown procedures.

As the tannoy cannot be clearly heard on the first floor of the older part of the building, including the Library and Form I classroom, or in the Seagull Studio on the second floor, a hand bell will also be rung in these areas to ensure the alert is received.

Where appropriate, parents will be notified and requested not to contact the School during an active lockdown, allowing communication channels to remain available for emergency use.

7. STAFF AND PUPIL PROCEDURES DURING A LOCKDOWN

7.1 Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community or may also be as a result of a warning being received regarding the risk of air pollution etc.

The procedure for a Partial Lockdown is set out in full in **Annex 1.**

7.2 Full Lockdown

This is where there is an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

The procedure for a Full Lockdown is set out in full in **Annex 2.**

8 SIGNAL FOR THE ALL CLEAR

Once instruction is given from the emergency services, a signal for the all-clear will be sent to each class. This may be issued by TeamSOS, or a Tannoy message or verbal instruction.

Once the lockdown is over, a further email message will be issued to parents.

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.

ANNEX 1 – PARTIAL LOCKDOWN PROCEDURE

Step	Action	Responsible Person(s)
1	Raise the Lockdown alert and communicate with staff.	SLT/Anyone
2	Staff and pupils should remain in the school building.	All
3	All outside activity to cease. Anyone outside the school buildings should be brought inside as quickly as possible.	All
4	Staff or pupils away from the School premises will be told to remain away from the School in a safe location.	SLT
5	Pupils and staff to go to Form rooms or designated safe space.	All
6	Staff to register the pupils (and visitors) they have with them, on paper if necessary, and give or email list to School Office.	All
7	Encourage pupils to stay calm and be patient	All
8	All doors leading outside should be locked, all windows should be locked.	All / Premises Manager and SLT to check
9	SLT and Premises Manager to advise staff and pupils that it is a PARTIAL lockdown, not a FULL lockdown.	SLT / Premises Manager
10	No one should be allowed to enter or leave the building.	All
11	Teaching and work can continue as usual.	All
12	Free movement may be permitted within the building, depending on circumstances.	All
13	In the event of air pollution (chemical, biological or radiological) all air vents, fans, heating and air conditioning systems should be closed or turned off.	Premises Manager / SLT
14	Use anything to seal up cracks around doors and vents into rooms.	Premises Manager / All staff
15	If it is necessary to evacuate the building the fire alarm will sound.	All
16	Ensure pupils, staff and visitors are aware of where potential exits are.	All
17	Staff should await further instructions (which may be on screen via TeamSOS, via the school tannoy, or verbally). Staff should not phone SLT unless absolutely necessary.	All

ANNEX 2 – FULL LOCKDOWN PROCEDURE

Step	Action	Responsible Person(s)
1	Raise the Lockdown alert and communicate with staff that it is a FULL lockdown.	SLT/Anyone
2	Staff and pupils should remain in the school building.	All
3	All outside activity to cease. Anyone outside the school buildings should be brought inside as quickly as possible.	All
4	Staff or pupils away from the School premises will be told to remain away from the School in a safe location.	SLT
5	Pupils and staff to go to Form rooms or designated safe space.	All
6	Office staff to remain in office.	Office staff
7	All classroom doors and external doors to be locked, all windows to be locked.	All / Premises Manager and SLT to check
8	All blinds to be drawn and internal door windows covered (so that an intruder cannot see inside).	All
9	A paper register to be taken of all pupils, staff and guests in each classroom. Register to be communicated to the office if possible and if safe to do so.	All
10	Pupils and staff to sit quietly out of sight to avoid drawing any unnecessary attention, and where possible in a location that would protect them from gunfire.	All
11	Lights, smartboards and computer monitors to be switched off. Teachers to keep one laptop screen open in a discrete place to retain access to updates sent through TeamSOS. Mobile phones to be switched off or switched to silent (so they cannot alert an intruder to a person's presence).	All
12	Encourage pupils to stay calm and be patient.	All
13	No one should be allowed to enter or leave the building.	All
14	If safe to do so, non-teaching SLT staff and the Premises Manager should meet in the **main office** to access the external phone line.	SLT / Premises Manager
15	SLT to contact Emergency Services as soon as it is possible to do so.	SLT
16	If it is necessary to evacuate the building the fire alarm will sound.	All
17	Ensure pupils, staff and visitors are aware of where potential exits are.	All
18	Staff should await further instructions (which may be on screen via TeamSOS, via the school tannoy, or verbally). Staff should not phone SLT unless absolutely necessary.	All