



St Hilary's Prep School Policy

Lockdown Policy

Introduction

We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

All schools should consider the need for robust and tested school lockdown procedures. 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

Examples of when a lockdown procedure response may be activated include:

- A reported incident in the local community, with the potential to pose a risk to staff, pupils and visitors in the School
- An intruder on the School site, with the potential to pose a risk to staff, pupils and visitors in the School
- A warning being received regarding a risk locally of air pollution, or chemical, biological or radiological contaminants
- A major fire in the vicinity of the School
- The close proximity of an animal roaming loose

Preparation

Lockdown procedures are explained to all Staff at one of the September INSET Days.

All classrooms and offices have been provided with door wedges.

Foghorns are located in the following rooms:

- PA to the Head's Office
- The Main Front Office
- The Hiorn's Centre

An annual assembly led by the Headteacher is given to all pupils in Reception to Year 6, explaining what to do in the case of Lockdown. A separate age-appropriate assembly is delivered to Nursery and Kindergarten children. This is followed up in PSHE lessons with Form Teachers.

A Lockdown drill will take place annually. Parents will be informed of our Lockdown procedures and when a drill has taken place.

Decision Making

The decision to go into Lockdown will be made by a member of SLT or the Site Manager.

At the time of making this decision, the person taking the decision will be in charge of coordinating communication of the procedure. They are termed 'Lockdown Coordinator' in this policy.

Implementation and Communication

Actions to be taken /delegated by Lockdown Co-ordinator

- Dial 999 if required
- Arrange for the sounding of the Lockdown Foghorn Alarm
 - 3 blasts from the Foghorn Alarm will be sent out from any or all of the following locations:
 - PA to the Head's Office
 - The Main Front Office
 - The Hiorn's Centre
- Arrange for the iPad Lockdown Alarm to be sounded by the ICT Manager, or if not in School, the Head of Digital Learning. If neither member of staff is available, a member of the Admin Team will sound the iPad alarm (all to be shown how).
- Send an 'All Staff' email informing everyone to proceed with Lockdown Procedures and wait until the "All Clear" signal has been sent.
 - The initial 'All Staff' email will state:

St Hilary's School is in a Lockdown situation. Please remain calm and initiate Lockdown procedures.

- Make a phone call to the lead member of staff for any groups currently offsite e.g. at swimming lessons or on a School trip (see Actions by Off-Site Staff below)
- Inform Surrey County Council Area Schools Support Service (see Useful Contact Numbers below)
 - Factual things you may need to confirm:
 - Name of caller, School address including post code (St Hilary's School, Holloway Hill, Godalming, GU7 1RZ) and phone number 01483 416551.
 - Number of children on site, and age range (approx. 250 children aged 2-11)
 - Number of staff on site (approx. 60)

Actions by Teaching Staff on hearing the Lockdown Alarm and receiving the Lockdown Email

On hearing the Lockdown Alarm and receiving the Lockdown Email, all teaching and peripatetic staff should:

- Keep all children in the classroom, or move to the nearest classroom.
- Any children that are outside should move to the nearest building e.g. Hiorn's Centre, The Hive, Main Building.
- Doors should be locked if able to, or wedged using a door wedge. If neither is available, block the door with furniture.
- Close and lock windows, and draw blinds/curtains where available.
- Turn off all lights, projectors, air con, fans and heaters. Turn your mobile phone to silent, if not already done so.
- Staff and pupils should remain away out of sight of windows and doors, sitting on the floor under tables.
- Reassure pupils, and keep as calm and quiet as possible.
- Take a register of all children and staff in the classroom and email to Jackie Trew (office@sthilarysschool.com), Briar McHardy (bmchardy@sthilarysschool.com) and Sarah Wharf (secretary@sthilarysschool.com).
- Ensure pupil iPads are not used.

Actions by Pupils

On hearing the Lockdown Alarm, all pupils should follow the instructions of the teacher, or member of staff they are with. Any children not with a teacher should make their way immediately to the nearest building, preferably into a classroom or office area where there is a member of staff, and follow their instructions.

Actions by Support Staff

On hearing the Lockdown Alarm and receiving the Lockdown Email, all Support Staff should:

- Lock office doors if able to, or use a door wedge to keep doors closed. If neither is available, block the doors with furniture.
- Close and lock windows, and draw blinds/curtains where available.
- Staff should remain away out of sight of windows and doors, sitting on the floor under tables.
- Lock external doors, if safe to do so.
- Jackie Trew, Briar McHardy and Sarah Wharf to collate registers and inform Lockdown Coordinator of any unaccounted for pupils or members of staff.

Actions by Kitchen Staff

On hearing the Lockdown Alarm and receiving the Lockdown Email, all Kitchen Staff should:

- Stay in the Kitchen area (not in the Pepperpot dining hall), preferably in the Kitchen Office if accessible.
- Switch off appliances
- Pull down the hatch, and close all doors, using door wedges if available. If not, block the doors with furniture.
- Lock the external back door if safe to do so.
- Staff should remain away out of sight of windows and doors.
- If able to, email Jackie Trew (office@sthilarysschool.com) and Briar McHardy (bmchardy@sthilarysschool.com), providing names and numbers of staff on site in the Kitchen.

Actions by Off-site Staff

Staff that are offsite with children at the time of a Lockdown will receive a phone call from the Lockdown Co-ordinator to inform them that we are in Lockdown. The lead member of staff offsite should:

- Not return to St Hilary's School
- If swimming at Godalming Leisure Centre, parents will be asked to collect their child as soon as possible. A message will be sent by a member of SLT to parents using the 'School Post' platform with the following statement:

St Hilary's School is in Lockdown. Your child in Year... is safe and not on the School site. We would request that you collect your child from... (add location)

- If swimming at King Edward's School, Witley, parents will be asked to collect their child as soon as possible (see statement above).
- If on a School trip, return to St Edmund's School, Hindhead, where parents will be asked to collect their child as soon as possible (see statement above).

Communications to Parents

Parents should be informed on how they would be contacted in the event of a Lockdown.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practical via School Post messaging system. Parents will be given enough information about what is happening so that they:

- Are reassured that the School understands their concern for their child's welfare, and is doing everything possible to ensure their safety
- Do not need to contact the School as this ties up phone lines that are required for the Emergency Services
- Do not come to the School as this could interfere with the Emergency Services and may put themselves and others in danger.

The following statement will be sent by a member of SLT:

St Hilary's School is in a Lockdown situation. We have contacted the Emergency Services. Please stay calm, and do not telephone or come to the School.

Pupils will not be released to parents during a Lockdown situation.

"All Clear" Procedure

The decision to end a Lockdown, will be taken on advice from the Emergency Services.

The Lockdown Co-ordinator will sound the "All Clear" by:

- Send an All Staff email with the statement:

The Lockdown situation has ended safely and normal activities may be resumed.

- Arranging for follow up phone calls around the School.
- Informing the Site Manager who would then sweep the site, making sure everyone is aware that Lockdown is ended.
- Informing parents that Lockdown is ended with the following statement:

St Hilary's School has safely ended the Lockdown.

Useful Contact Numbers

School staff may contact the Surrey County Council Area Schools Support Service, or the Out of Hours Emergency Management Officer.

West Surrey Area Schools Officers

Kate Charles – 07792 587096
kate.charles@surreycc.gov.uk

Cara Harding – 07968 834131
cara.harding@surreycc.gov.uk

East Surrey Area Schools Officers

Ann Panton – 07976 924186
ann.panton@surreycc.gov.uk

Adelina Mason - 07814 804432
adelina.mason@surreycc.gov.uk

Countywide School Support Officer

Natalie Cull – 07814 811489
natalie.cull@surreycc.gov.uk

school.relationships@surreycc.gov.uk

Out of Hours Emergency Number

01483 518104

The Surrey County Council Contact Centre may also be called if the above cannot be accessed – 0300 200 1004.

Reviewed: March 2025

Next Review date: June 2025

Person responsible: Jane Whittingham, Headteacher and Hannah Wynn, Business Manager