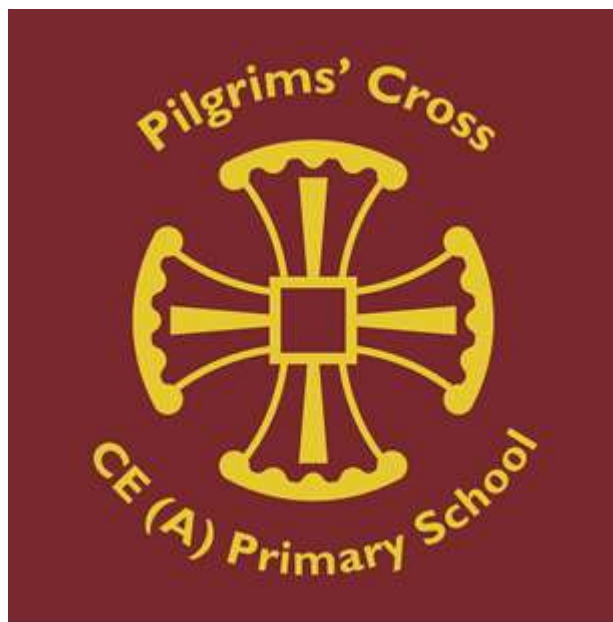


*Learning, to make a difference,  
in God's world*

# **Pilgrims' Cross CE Aided Primary School**



## **Lockdown Procedure**

Reviewed By	Head Teacher	Authorised by	FGB
Reviewed	May 2025	Review Cycle	Annually

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Whilst events that require a 'lockdown' incident are rare, Pilgrims' Cross CE (A) Primary School takes the Health, Safety and Welfare of its staff, pupils and visitors seriously and believes that such contingency plans should be in place.

If there is a perceived threat to the adults and pupils at the school, anyone on the premises can raise the alarm, triggering a lockdown. Such threats could include:

- An intruder
- A deliberate act of violence, such as the use of a knife or firearm
- A notified threat (person or incident) in the locality

Headteacher, Jim Cascarini and/or Admin Assistants, Laura Myers/Debbie Hopgood, will ensure that the process below is followed.


The Headteacher shall ensure that written arrangements are in place and communicated effectively to all staff that detail the actions to be taken where it becomes necessary of all users of the whole school to 'shelter in place' within the whole school site.

The Headteacher (other most senior person on site in their absence) shall be responsible for holding drills with staff and/or children to ensure that correct procedure is known and implemented. It may not be practical to test all aspects of the arrangements with children.

The details of the arrangements ('The Lockdown Procedure') will be presented to the Governing Body and reviewed whenever the Headteacher believes it necessary for them to be revised, but in all cases at least as regularly as this policy is reviewed.

## Pilgrims' Cross Primary School Lockdown Procedure

Staff responsibilities	
<b>Headteacher/Admin Team</b>	<i>Contact with emergency services.</i>
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• <i>Admin Assistants / Fire Marshalls/ Site Manager to ensure all access points are secured</i></li> <li>• <i>Teachers and support staff to stay with pupils</i></li> <li>• <i>Admin Officers to communicate with parents &amp; contact emergency services, if directed by Headteacher</i></li> </ul>
Signals	
<b>Lockdown signal</b>	<b><i>Air horn (located in back office)- staff member to circulate, using air horn (Classrooms/adults continually informed "this is a lockdown" on walkie-talkie channel 2)</i></b>
<b>All clear signal</b>	<b><i>Via walkie-talkie/in person (Classrooms/adults informed on walkie-talkie channel 2)</i></b>
<b>Evacuation signal</b>	<b><i>Fire alarm (if, for any reason, an evacuation is deemed more appropriate, the fire evacuation procedure will be followed)</i></b>
Lockdown	
<b>Assembly points</b>	<p><i>Classrooms</i></p> <p><i>Staff and pupils in the Grove stay in the room and carry on in silence</i></p> <p><i>Staff and pupils in the Hall should move to the library, staff room or class if safe to do so via the music room doors, if possible.</i></p> <p><i>Classes using the playground or field should return inside to their usual classroom, those in class will look to see if anyone is outside and call them in and explain we are carrying out our Lockdown Procedure.</i></p>

<p><b>Entrance/exit points:</b></p> <ul style="list-style-type: none"> <li>• entrance to school office- external automatic doors</li> <li>• exit doors at ends and half way down corridors</li> </ul>	<p>Adults based in rooms closest to the external doors to quickly close and lock to secure these points (between 10.30-11 and 12.00-1.00pm the fobs on corridor doors to playground are 'open'. These doors need to be locked).</p> <p>Admin Team to secure front doors, using lock button (see photo) &amp; parent/carer hatch.</p> 
<p><b>Bringing pupils inside</b></p>	<p><b>Air horn- circulated by Headteacher/Admin Team</b> <b>(Teachers to be informed on walkie-talkie channel 2)</b></p> <p>Once the procedure has been initiated, each class will complete a register and communicate via walkie-talkie to Headteacher that all children are present or who is missing.</p>
<p><b>Steps to increase protection from danger</b></p>	<ul style="list-style-type: none"> <li>• Pull down blinds</li> <li>• Lock internal doors (if during break/lunch times- magnets will be open during this time)</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk</li> <li>• Turn off lights, monitors, interactive whiteboards</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> <li>• Keep children silent- e.g. by using normal provision (e.g. ear defenders) for children with SEND, reading a story quietly, etc.</li> </ul>
<p><b>Internal communication</b></p>	<p>Via walkie-talkie- teachers to turn volume down to an appropriate level to communicate</p>
<p><b>Communication with parents</b></p>	<p>If time, a template email (Arbor) will be sent, to instruct parents not to telephone 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><b>Additional notes</b></p>	<p>Annual practice ('dry run', on an INSET day, for all staff): The procedure will be reviewed by SLT and updated if necessary, after each occurrence.</p> <p>The Headteacher is responsible for agreeing how the cause of the incident should be communicated immediately following its end to all staff, parents, the chair of governors and Hampshire County Council.</p>

Dated: May 2025  
Review: May 2026

## Pilgrims' Cross Primary School Lockdown Procedure Checklist

Step:	Check	Time:	Notes:
Use signal to initiate lockdown <b><i>Air horn- circulate, using air horn (located in back office)</i></b> <b><i>Walkie-talkies channel 2</i></b>			
Ensure pupils are inside			
Secure all entrance points <i>Teaching staff/Admin Assistants / Fire Marshalls/ Site Manager</i>			
Contact emergency services <i>Headteacher- delegated to Admin Assistants, if necessary</i>			
Ensure staff take action to increase protection from danger <ul style="list-style-type: none"> <li>• <i>Lock internal doors (if during break/lunchtime)</i></li> <li>• <i>Pull down blinds</i></li> <li>• <i>Screen classroom doors</i></li> <li>• <i>Position children away from sightlines from external doors and windows, for example under a desk</i></li> <li>• <i>Turn off lights, monitors, interactive whiteboard</i></li> <li>• <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i></li> </ul>			
If safe, radio Headteacher to notify of missing pupils or staff			
Remain inside until all-clear has been given or told to evacuate			

Headteacher to supervise post-incident communications			
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