

# **Healey Foundation Primary School**



## **Invacuation and Lockdown Policy**

**October 2025**

## **Statement of intent**

The safety of pupils, staff members and visitors on the premises is paramount and Healey Foundation Primary School takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

## **Legal Framework**

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Martyn's Law (2025) – Terrorism (Protection of Premises) Bill

This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

### Martyn's Law Statement of Intent:

Healey Foundation Primary School is committed to meeting its duties under the Terrorism (Protection of Premises) Bill (Martyn's Law), which seeks to improve the preparedness and protection of publicly accessible premises from terrorist attacks. As a school, we understand our responsibilities under the 'Standard Tier' of the legislation, and we will take proportionate steps to assess the risks of a terrorist act occurring on site and implement reasonably practicable measures to reduce these risks.

The school's procedures for evacuation and lockdown form a key part of our protective security approach. Regular training, drills and updates will be carried out

in line with national guidance, and staff will be equipped with the knowledge to respond appropriately and proportionately to a terrorist threat or incident.

## **Definitions**

The term 'evacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

## **Procedure**

- Remain calm
- Move quickly but carefully
- Obey instructions
- Do not provoke an incident

### **Threat identified by Headteacher/office staff or external notification (official LA email).**

1. If an immediate threat is identified by the head teacher, or designated person, and the pupils are outside, five short rings of the school bell will be sounded and **Step 3** should then be followed.

### **Threat identified by staff outside at playtime.**

2. If an immediate threat is identified by staff outside on playground duty then staff will sound an air horn as a signal to the pupils that they should stop what they are doing and all pupils should move towards the Key Stage 2 side of the school building to re-enter school.
3. The threat should be relayed to staff inside school by using the school walkie talkies. They should inform staff to return to class and initiate lockdown.
4. Reception and Year 1 should enter through the Year 3 cloakroom door.  
Year 2 should enter through Year 3 fire door, followed by Year 3.  
Year 4 should enter through the Year 4 fire door.  
Year 5 and 6 enter through their usual fire door.

### **All external doors should be closed and locked upon re-entry – including the Year 5/6 fire door, the Y3/4 cloakroom door and Reception/Y1 external door.**

5. The office staff will contact the police on 999 and take advice and direction from the emergency services.

6. The Key stage 1 pupils will then be escorted to their classrooms and the complete **Steps 7 and 8**
7. If the children are in the building and an immediate threat has been brought to schools attention, the Headteacher or designated persons will quietly inform all staff of the situation. Pupils should be moved away from the windows and doors for safety. The external classroom door (Fire Door) should be closed, as should all classroom windows.  
**The fire register should be taken to check all pupils are present, staff must inform the office that all the class are present via the walkie talkie system.**
8. Should intruders be seen on the school premises the class teacher should lower the classroom shutters over the windows and doors.  
Attempts should be made to barricade the classroom door to prevent this from being opened should an intruder get into the building.

**Whilst in lockdown staff will communicate with each other via the school walkie talkie system – staff will ensure the headset is attached so as not to alarm pupils within the classroom.**

9. If necessary, parents/carers should be notified as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
  - they should not contact the school as this will tie up the phone lines;
  - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
  - they should wait for the school to contact them about when it is safe to collect their children.
10. Pupils will not be released to parents during a lockdown.
10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
11. School should stay in contact with Emergency Services at all times and follow their instructions.
12. A lockdown drill should be undertaken at least annually.
13. Parents should know that there is a Lockdown Plan and that a copy is on the website.

**On hearing the signal, all staff should:**

- **close as many shutters as possible.**
- **Ensure doors are closed/locked.**
- **Ensure class Walkie Talkies are turned on and keep a mobile phone and laptop with them.**

### **Before and After School Club Lockdown Procedure.**

Outside of school hours Healey School operates a before and after school club. The club caters for up to 45 pupils morning and evening in the school dining room which is situated close to the front door and foyer.

The following procedure is to endeavour to keep these pupils as safe as possible should a threat occur whilst the club is operating.

1. If an identified intruder is in the main entrance foyer staff to organise the pupils so that they can follow instructions quickly.
2. Club staff to escort the pupils to the junior room ensuring they have the register of pupils with them as well as a mobile phone.
3. Once the pupils and staff are in the junior room, staff lock the door from the inside and lower the shutters on all the external windows.
4. The door to the room should also be barricaded from the inside using tables from the classroom.
5. Staff should then use a mobile phone to contact emergency services, following their advice and instructions.
6. Club staff should contact the Headteacher and /or members of the Senior Leadership Team to ensure the emergency situation is relayed.
7. Senior Leadership will send a text to parents/carers informing them as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
  - they should not contact the school as this will tie up the phone lines;
  - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
  - they should wait for the school to contact them about when it is safe to collect their children.

### **Procedure if the after school club are in the playground during an incident.**

1. Should a threat be identified whilst the after school club are outside, an air horn is sounded and pupils are escorted back into the building via the Year 5 and 6 fire door.
2. The fire door is closed and shuttered when the last person is in the building.
3. The pupils and staff relocate to the junior room, locking the door and closing the shutters on the window.

**Follow Steps 4 to 7 of the previous procedure**