Hampton Court House

Invacuation (Lockdown) Policy

Last Updated: September 2026
Next Review: September 2027

Updated by PGP

1. Rationale

As part of our commitment to safeguarding the welfare of our community, and in accordance with the Terrorism (Protection of Premises) Act 2025 (More commonly known as 'Martyns Law') the school has the following lockdown (invacuation) procedures.

On very rare occasions it may be necessary to seal off the school and/or school buildings so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises owing to, for example, persons intent in causing harm/damage near or within the school.

2. Notification of Lockdown

Staff will be notified that lock down procedures are to take place by a member of staff initiating the schools alert signal (this would normally be a member of the leadership team or admin staff).
The alert signal is a pulsing one second on - one second off tone from the fire alarm system.

Procedures:
If the event occurs in lesson time, the students will be kept inside their classrooms and the doors secured.

Follow the CLOSE procedure:

- Close all windows, doors and blinds
- Lock up if possible if not place table/chairs behind doors
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of students being ushered into the school buildings as quickly as possible and the closing or locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal, the students remain in the room they are in, and the staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode or turned off. If possible, doors to be locked or barricaded.

3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.

4. If practicable staff should notify the reception that they have entered lockdown and identify those students not accounted for. If this is not practicable such as no mobile phone reception in the room, no access to landlines in the room or no access to computers in the room, remain in the room.

5. Front reception – to be cleared and office window (where applicable) locked. Computer switched off and all staff moved to the nearest classroom.

NO ONE SHOULD MOVE ABOUT THE SCHOOL
1. Staff to support students in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by end signal: A key member of staff will then visit each classroom/office to announce the all clear by saying:
"ALL CLEAR HAMPTON COURT HOUSE" and ask staff and students to make their way to the fire assembly point to register students.

3. Any visitors to remain with their designated member of school staff that they were with until students are safe. Then when it is practicable to do so school staff will walk visitors to main reception to be registered.

Staff Roles:

1. Principal/SVP– to ensure that the office is locked (where applicable) and police called if necessary. Use the message below:

Hello Police/Fire service/Ambulance service, this is Hampton Court House School, Campbell Rd, East Molesey, KT8 9BS. Telephone number 02086140865. We have entered a lockdown (invacuation) procedure because…. (explain reason). We are asking for assistance. Thank you.

2. Principal, Vice Principals or site supervisor lock the school's front doors and entrances.
3. Individual teachers close classroom door(s) and windows. Nearest adult to check exit doors.

4. Admin to inform other sites of lock down and await further instructions.

If the event occurs during a break or at lunchtime
Duty staff will ensure that students are quickly brought inside. Registers will be taken.
The designate staff will then enter the school and close their means of entry behind them. Normal lockdown procedures will then follow.

Lock down drills
Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review
These procedures will be reviewed annually as a part of the School's Health and Safety procedures reviews.

Lock Down Plan Management and Control Responsibilities:
- Principal/deputy - Initial contact with the emergency services
- Principal/deputy/admin - Liaison with parents/carers
- Teachers (on a rotating basis) - student control

Signals
Signal for lockdown is a pulsing one second on - one second off tone from the fire alarm system.

3. Communication with parents:

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – text, email and/or on the website if possible. The Principals PA or office manager, to send this message out as soon as it is practical to do so.

A text alert will be sent to all parents, guardians, tutors and students to inform them of the situation and to confirm that our safety procedures are in place.

Our landline telephone lines must be kept clear for communication with the emergency services and for contact between our buildings, so we ask parents to use only mobile phone numbers to contact the school and to gather information through them. Regular text updates will be sent to all members of the

school community as necessary. The first text will contain the important instruction to parents NOT to telephone the school on the landline number (02086140865).

Parents will be told:
Dear Parents/Carers,
Hampton Court House School is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. We ask parents/carers to support us during this period of lockdown by following the below protocol:

- Please **DO NOT** come to the school to collect your child as it may put you and your child at risk.
- Note students will not be released to any parents/carers during a lockdown.
- Please do not call the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff via email or emergency services.
A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their students the importance of following procedures in these very rare circumstances.

4. Invacuation in Early Years

The safety and well-being of all children in the Early Years is our top priority during an invacuation drill or in the event of a real emergency.

During an invacuation, a continuous alarm will sound, and the fire alarm may also be triggered. To ensure that children are prepared for the sound and feel supported, we will play the alarm over the classroom speakers periodically, allowing them to become familiar with the sound and practicing what to do. This will help them understand the invacuation procedure in a non-traumatic way, with practice sessions held once every half term.

The following steps outline the procedure for Early Years staff during an invacuation:

- **Headcount and child location**: Staff will conduct a headcount to ensure all children are accounted for. Children who are outdoors or in the toilet will be quickly brought back into the classroom.
- **Lockdown:** The lead teacher will lock all doors and close the blinds to secure the classroom.
- **Noise reduction:** The teaching assistant will help children put on their noise-cancelling headphones to minimize stress caused by the alarm, while the lead teacher ensures the classroom is secure.
- **Support and reassurance**: Teachers will sit with the children, offering calm and support to any child who is particularly distressed, and will remain with them until the "ALL CLEAR HAMPTON COURT HOUSE" signal is given.

This policy ensures that children in the Early Years feel safe, secure, and supported during invacuation procedures, while also helping to prepare them for the event of an emergency.

Lockdown Initial Response Record

Date _____ Time _____

Planned Drill ☐ Incident ☐

Print name _____

Position /Job title _____

Signed _____

1. Ensure all students are inside.

2. Secure all entrance points to the school.

3. Dial 999 for each emergency service that the incident requires.

4. Ensure that staff members take action to increase protection from further danger:

a) Block access points.
b) Sit on the floor, under tables or against the wall.
c) Keep out of sight and draw curtains to avoid detection.
d) Put mobile phones on silent. Turn off lights and computers.
e) Stay away from windows and doors.

5. Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe.

6. Check for missing or injured staff members and pupils if it is safe to do so.

7. Remain inside the classroom until the all-clear signal has been given or unless told to evacuate by the emergency services.

Notes
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Invacuation Procedures

Follow these five steps

1. Lockdown signal – What is the signal?

Lockdown procedures are to take place immediately upon hearing the lockdown tone.

2. Move into the nearest classroom or office that has a member of staff

NO ONE SHOULD MOVE ABOUT THE SCHOOL.

3. CLOSE – this means

- Close all windows and doors.
- Lock up if possible.
- Out of sight and minimise movement.
- Stay silent and avoid drawing attention.
- Endure. Be aware you may be in lock down for some time.

4. Remain calm. Turn phone onto silent.

5. Lockdown ended – What is the signal?

A key member of staff will then visit each classroom/office to announce the all clear by saying:
“ALL CLEAR HAMPTON COURT HOUSE” and ask staff to register students. Pass registers onto main reception.