



Lockdown & Invacuation Policy

Date Reviewed:	22.05.2025, 01.06.2026
Next Review Date:	01.06.2027
Policy Owner:	Gemma Mitchell, Headteacher

Date	Amendment	Staff Member
22.05.2026	Page 3 - '2025' removed after (KCSIE)	Brooke Simpson

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



Oakhurst Grange School

Safeguarding

Oakhurst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhurst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhurstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: DSL@oakhurstgrangeschool.co.uk



Oakhyrst Grange School

1. Policy Statement

Oakhyrst Grange School is committed to ensuring the safety and wellbeing of pupils, staff, visitors, and contractors at all times. In line with statutory duties under the Health and Safety at Work Act 1974, the Civil Contingencies Act 2004, and the principles of Martyn's Law (Terrorism (Protection of Premises) Bill), this policy sets out clear procedures to be followed in the event of a lockdown.

A lockdown will only be initiated when there is an identified threat to the safety of those on the school site. This procedure supports our broader safeguarding responsibilities under Keeping Children Safe in Education (KCSIE) and complements our Critical Incident and Emergency Management Policy.

2. Scope

This policy applies to:

- All staff, pupils, governors, visitors, and contractors on site.
- All times during the school day and during wraparound provision.
- All internal and external areas of the school grounds.

3. Definition of Invacuation and Lockdown

An invacuation is used when a potential danger is outside the building.

The Goal: Bring everyone inside quickly and secure the outer perimeter.

Daily Routine: Normal indoor activities, work, or lessons can usually continue as safety allows.

Common Triggers: Bad weather

A lockdown is a stricter response used when a serious threat is inside the building or poses an immediate, direct risk.

The Goal: Secure inner doors, restrict all movement, and hide occupants out of sight.

Daily Routine: All normal activities stop immediately.

A lockdown is the restriction of movement and access across the school site in response to an internal or external threat. The aim is to minimise risk by securing individuals in safe locations until the threat has passed or emergency services assume control.

4. Possible Triggers for Lockdown

A lockdown may be initiated in response to:

- Intruders or hostile individuals (including disgruntled parents/carers).



Oakhurst Grange School

- Civil disturbance or violent incident in the local community.
- Presence of wild or dangerous animals on site.
- Nearby environmental hazards (major fire, smoke, air pollution, chemical spill).
- Terrorist-related threat or intelligence shared by police/security services.

5. Lockdown Procedure

5.1 Initiation

- The lockdown alarm will be sounded which is code red said on the radio and emailed to all staff
- Office staff or a member of staff will contact emergency services immediately (999).

5.2 Movement to Safety

- Immediate threat inside or near classrooms: Pupils remain in current room if secure; otherwise move swiftly to the nearest securable classroom. (Unless this is break time and children go back to their classes. In this instance, the person on top playground duty should go to the BWA).

- Rooms that can be secured from inside: Year 6, 5, 4, 3, 2, French and IT room, library, sport office and PR classrooms; Swimming Pool; School Office, Bursar office, Deputy Office, Head's Office.

- Classrooms that cannot be secured (e.g. BWA Hall, Cameron Hall, Art Room, Music Rooms): Pupils/staff to relocate safely to the nearest securable classroom.

- Pupils/staff outside: Return to school building if safe, or seek shelter in games sheds (if lockable) or under the parachute at the far end of the woods, providing an alternative evacuation route if necessary. A fog horn will sound if appropriate.

House next door (Mrs Carter), St Mary's Church at end of Stanstead Road.

5.3 Security Measures

- Doors locked, blinds drawn, lights switched off if safe to do so.
- Pupils sit on the floor, out of sight.
- Staff take a register of the children and adults they are with.
- Absolute silence to be maintained unless essential communication is required.

5.4 Communication During Lockdown

- Office staff maintain communication with emergency services and senior leadership.
- Radio silence to be observed by staff unless urgent.
- Parents/carers notified via iSAMS, with the following instructions:
 - Do not contact the school by phone.
 - Do not attend the site.
 - Wait for the school to provide collection details.
 - Follow contingency arrangements if lockdown extends beyond school hours.



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5.5 All-Clear and Recovery

- "All-clear" say 'Code Green' signal to be sounded when authorised by the Headteacher and emergency services.
- All staff and pupils to assemble in Cameron Hall for debrief and age-appropriate explanation.
- Parents notified once it is safe to collect children.

6. Roles and Responsibilities

- Headteacher (Designated Incident Lead): Authorises lockdown, liaises with emergency services, oversees all-clear.
- SLT (Senior Leadership Team): Supports coordination, ensures procedures followed.
- Office/SLT Staff: Initiates iSAMS messages, maintains communication logs.
- Teaching & Support Staff: Secure classrooms, take registers, maintain calm, reassure pupils.
- Site Manager: Assists with securing premises, liaises on physical security needs.

7. Training and Drills

- Lockdown drills will take place at least once per academic year.
- Staff will receive annual refresher training during INSET days.
- Pupils will be educated in lockdown procedures in a calm, age-appropriate manner.

8. Post-Incident Review

- A review will be conducted within 48 hours of any lockdown drill or real incident.
- Findings will be reported to the Governing Body and used to update this policy.

9. Policy Review

This policy will be reviewed annually or following any incident, in line with updated government guidance and statutory requirements.

This Policy is subject to regular review.



Appendix A – Lockdown Procedure Flowchart (Quick Reference)

Lockdown Initiation

- Lockdown alarm sounds (distinct from fire alarm)
- Staff alerted by radio
- Office calls 999 and notifies Headteacher/SLT (Note due to the nature of Lockdowns a member of staff may have already called).

Immediate Staff Actions

1. Stop all activity and remain calm.
2. Lock/seal doors if possible.
3. Move pupils away from windows/doors, sit on floor, keep quiet.
4. Switch off lights and draw blinds if safe to do so.
5. Take register → confirm to office by email/radio. (Only if able to do so safely)

Location Guidance

- Secure classrooms: Year 6, 5, 4, 3, PR, Swimming Pool, Medical Room.
- Unsafe classrooms (cannot lock): Move to nearest secure classroom if safe.
- Pupils/staff outside:
 - Return to building if safe.
 - If not: move to lockable games sheds or to parachute point at woods.

During Lockdown



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- Do not leave secure area until "all-clear".
- Maintain radio silence unless urgent.
- No mobile phone contact with parents.
- Keep pupils calm and quiet.

Communication with Parents/Carers

- Parents will be contacted via iSAMS.
- Parents instructed:
 - Do not phone the school.
 - Do not come to the school.
 - Await collection instructions from the school.

All-Clear & Recovery

- "All-clear" 'Code Green' announced by Headteacher/SLT only.
- Staff and pupils move to Cameron Hall for debrief/explanation.
- Parents updated and informed of collection arrangements.

After the Incident

- Review procedure within 48 hours.
- Update policy/training if required.