Halsford Park Primary School
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Mrs Claire Spencer – Headteacher

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Dear Parents and Carers,

5th November 2026

Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils. To support us in achieving this we have many policies in place including how we would respond to a potential incident, either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact action will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out a **full lockdown practice** with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action, we need to ensure that parents are aware of the arrangements, as outlined above. Please note we will not be doing this in our practice.

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We will be holding an assembly on Monday to explain the process to the children, enable the children to hear the sound played and to answer any questions they might have. We will explain that we are doing this to help us ensure we always know what to do to keep each other safe, just like we do with termly Fire Alarm practices. On Monday, we will send home a copy of the assembly slides and a social story for you to share with your child to help prepare them.

We will then hold a Lockdown practice on Wednesday 11th November (we will tell the children when we will be doing this).

If you have any questions, please do not hesitate to speak to myself or Miss Loftus on the gate.

Thank you for your support in advance,

Claire Spencer
Headteacher