



CROW ORCHARD

Primary School and Nursery

Hibernation (lockdown) Policy

Policy Lead	J Hollings HT Lead DSL
Agreed by Governing Body	December 2025
Next review	December 2027

Hibernation (Lockdown) Policy

1. Purpose

The purpose of this policy is to ensure the safety of all pupils, staff, visitors, and contractors by providing clear procedures to be followed in the event of a **hibernation (lockdown)** situation. A hibernation may be required when there is a threat to safety within or near the school site.

2. Scope

This policy applies to:

- All pupils
- All staff (teaching and non-teaching)
- Visitors, volunteers, and contractors on site during the school day or during any school-organised activity on the premises.

3. Definition of Hibernation (Lockdown)

A **hibernation (lockdown)** is a procedure to keep everyone inside the building, out of sight, and safe when there is a perceived or actual threat.

Examples include:

- An intruder on or near the school site
- A dangerous animal in the vicinity
- A violent incident nearby
- A police incident in the local area
- Any other situation where remaining inside is safer than evacuation

4. Triggers for Hibernation

The decision to initiate hibernation will normally be made by:

- The Headteacher
- In their absence, the Deputy Headteacher or most senior member of staff on site

Emergency services advice will always be followed where applicable.

5. Hibernation Procedures

5.1 Alerting Staff and Pupils

Hibernation will be initiated by:

- A pre-agreed signal (indoor and outdoor sounder alarms)

The agreed wording should be:

“This is a hibernation.”

5.2 Actions for Staff

- Remain calm and reassure pupils
- Immediately return to the classroom or nearest safe room
- Lock doors and windows where possible
- Close blinds or curtains
- Turn off lights if safe to do so
- Keep pupils low and out of sight
- Take the class register and note any missing or extra pupils
- Do not open the door for anyone unless instructed by senior staff or emergency services
- Do not use mobile phones unless necessary

5.3 Actions for Pupils

- Follow staff instructions calmly
- Stay quiet and still
- Remain in the designated safe area of the room

5.4 Pupils or Staff Outside the Building

- If safe to do so, enter the nearest building immediately
- If entry is not possible, seek shelter out of sight and remain still
- Follow instructions from staff or emergency services

5.5 Toilets, Hallways, and Shared Areas

- Any pupils or staff in corridors or shared spaces should enter the nearest room immediately

6. Visitors and Contractors

- Visitors must follow staff instructions
- They should remain in the room they are in or the nearest safe space until the all-clear is given

7. Communication During Hibernation

- Office staff will contact emergency services if required
- The school will communicate with parents/carers **only when it is safe to do so**
- Parents/carers must **not** come to school unless directed by the school or emergency services

8. Ending Hibernation

Hibernation will only end when:

- The Headteacher (or senior leader) gives the all-clear via a safe word
- Or emergency services instruct the school to stand down

A clear message will be communicated to staff and pupils (which all pupils and staff are aware of).

9. Pupils with Additional Needs

- Reasonable adjustments will be made for pupils with SEND, medical needs, or anxiety

- Individual risk assessments and support plans will be considered
- Staff will use discretion to maintain safety while supporting wellbeing

10. Post-Incident Procedures

- Staff will reassure pupils and return to normal routines as appropriate
- A debrief will take place for staff
- Support will be offered to pupils or staff affected
- Any incident will be recorded and reviewed

11. Training and Drills

- Staff will receive regular training on hibernation procedures
- Age-appropriate drills will be carried out sensitively
- Pupils will be reassured that drills are for safety

12. Review of Policy

This policy will be reviewed:

- Annually
- After any hibernation incident
- In line with local authority or trust guidance