



Achieving together in faith

**Holy Cross Catholic
Multi-Academy Company**

**Lockdown Policy & Procedures
St Thomas More Catholic Primary School**

2023 - 2026

Responsible for Policy	Martyn Alcott
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Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	12/2023	M. Alcott	HCCMAC, Central Team	Creation of document from template
1.0	Draft	12/2023	C.Connoll	HCCMAC, Central Team	Updated onto MAC Template Policy
1.0	Draft	12/2023	M. Clarke	MAC H/S Consultant	Reviewed
		Feb 2024	S Collins	STM	Personalised to STM procedures and practices
		12/03/24	S Collins	STM	Added LGB amendments

Introduction

The Holy Cross Catholic MAC requires that all schools have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

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 roaming close

If the school receives a telephone threat the person taking the call should write down whilst fresh in their memory as much as they can – See Appendix 2.

Stages of Lockdown

Prior to a full lockdown the school may instigate different levels of lockdown. Each need a clear communication regime to staff.

- Secure Perimeter of School and allow no exit/entry – if safe to do so.
- Partial Lockdown – all students inside buildings and buildings secured
- Full Lockdown – all students & staff locked in room and full measures in place

As soon as any stage of lockdown is being considered the school should inform the MAC Central Team CFOO/CSEL on 02475 186555.

Reporting the lockdown

Emergency services will be called from the Office Manager's office, when possible. Where this is not possible, emergency services will be called from an alternative secure office with phone line and access to CCTV so that live updates can be provided to the emergency services from a secure location.

Consider Communication with Parents

In the event of an actual lockdown parents will be notified by a text message as soon as it is reasonably possible. In Secondary schools this may be earlier than in a primary setting and should include telling parents to not come to the school

School Lockdown Procedures

1) Full Lockdown

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Note that if a fire alarm is activated during a full lockdown staff should **not** automatically follow the standard fire procedures. They should stay in situ and use a dynamic risk assessment as to whether to respond should they subsequently believe the fire alarm is genuine and a greater threat to pupil safety.

The school's lockdown plan is as follows

Signals	
Signal for lockdown	Staff will be alerted by one of the following, depending on the situation Perhaps: <ul style="list-style-type: none"> • School phone system used on intercom mode if schools have phones in each classroom. • ICT pop ups. • Manual alert circulated to staff. • How will staff be informed if the earlier lockdown stages such as partial lockdown? • A coded message may be used such as 'Mr Lockwood is in school ' or 'Mr Lockwood is in the grounds'
Signal for all clear	Consider the all clear notification to staff: <ul style="list-style-type: none"> • Same considerations as above. • Again a coded message may be used if appropriate such as 'Mr Lockwood has left the school'
Lockdown	
Areas/rooms for lockdown	All classes remain in own classrooms. <ul style="list-style-type: none"> • Lock the door. If this is not possible use a door wedge in reverse or move furniture up against the door. • Lock windows. • Draw blinds. • Take a head count. • If possible cover up the glass on the door/s. • Keep pupils calm and reassured. • Be alert for further communication. • In full lockdown with imminent threat students and staff to move to floor under desks.

<p>Entrance points (e.g. doors, windows) which should be secured</p>	<ul style="list-style-type: none"> • Main External doors. • Fire Doors. • Internal doors. • All windows. <p>If SSO on site, SSO to lock all communal groundfloor external doors and external door to meeting room. Staff to ensure external classroom doors are locked and windows are closed and locked. Staff to lock internal doors where possible and if necessary in terms of the severity of the lockdown.</p>
<p>Communication arrangements</p>	<ul style="list-style-type: none"> • Mobile phones if accessible. • Internal phones • Emergency staff whatsapp group
<p>Notes</p>	<p>If someone is taken hostage on the premises, the school should take police advice and possibly seek to evacuate the rest of the site.</p>
<p>Initial Response Lockdown</p>	
<p>All available staff</p>	<ul style="list-style-type: none"> • Ensure all pupils are inside the school building. Secure entrances/exits when all inside. • If at break or lunch – Children and staff to go to classrooms, entering via the nearest entrance point
<p>Class Teachers SLT</p>	<ul style="list-style-type: none"> • Lone pupil, e.g. those who may be going to the toilet or delivering a message to the office etc. are advised to make their way to the nearest supervised lockable area, i.e., office/s toilet cubicle or if safe to do so return to class • Pupils and staff that are on the school field when a lockdown occurs are to re-enter the building unless a dynamic risk assessment from the staff member in charge assesses that they are safer to remain where they are to remain until further notice • To take cover, if necessary under tables
<p>Office staff SLT All staff Site Manager</p>	<ul style="list-style-type: none"> • Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. • If evacuation of the school office is necessary: take the Emergency Grab Bag to a safe area. • Contact staff leading any classes that may be off site (e.g. at church) and advise them to stay in a safe place in their current location until further guidance is given.
<p>Office staff</p>	<ul style="list-style-type: none"> • Dial Emergency Services – 9-999

SLT Site Manager	<ul style="list-style-type: none"> • MAC – 02475 186 555 • Coventry Resilience team 02476 832673 • Other emergency contacts are in the Business Continuity Plan in the Emergency Grab Bag •
All staff Class Teachers \SLT Office staff \Site Manager \SLT	<ul style="list-style-type: none"> • Ensure people take action to increase protection from attack: • Block access points (e.g. move furniture to obstruct doorways). • Sit on the floor, under tables or against a wall. • Keep out of sight, draw curtains / blinds. • Turn off lights. • Stay away from windows and doors. • Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. • If possible, check for missing / injured pupils, staff and visitors. • Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Procedures

- Staff will be alerted to the activation of the plan through either the internal phone system or an IT pop up alert.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted by school phone system or by mobile phone and instigate an immediate search for anyone missing, (if reasonably possible).
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text messaging or school email system.
- Pupils will not be released to parents during a lockdown and parents should be told not to attend site.
- If it is necessary to evacuate the building, staff will be informed via the internal phone system of an IT pop up alert

It is of vital importance that the school's lockdown procedures are familiar to all members of

the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

All school staff should be familiar with their roles and responsibilities under this procedure.

2) Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity ceases immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be shared via the school website.
- In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come and get their child and where this will be from.

In the event of a lockdown parents will be informed that:

The 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. Do not attend site or try to contact the school and an update will be sent as soon as possible

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the MAC and Coventry City Council through their Resilience Team has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Should the Lockdown situation become unsafe.

If in the view of the supervising staff the lockdown position becomes unsafe all staff and students should follow the principles of **Run Hide Tell** – See Appendix 1

Staff Protocol during and following a lockdown

Staff must NOT post comments etc. regarding the lockdown on social media platforms unless specific authorisation has been sought from the MACHO

Run, Hide, Tell

Staff and students should follow the 'Stay Safe' principles (Run Hide Tell) which give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

RUN

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

HIDE

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

TELL

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

Staff and students need to be aware that in the event of a dynamic lockdown it is possible that armed police officers and other emergency services will attend the scene. Staff and students should be aware of the following advice which are part of the **STAY SAFE Run, Hide Tell** procedures:

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly / Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must **STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.