



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Lockdown Policy

Autumn Term 2025
Next update: Autumn Term 2027

Introduction

This Policy is intended to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

This Policy applies to staff volunteers, parents/carers, students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Guidelines

This policy applies when students and staff need to be locked within the building for their own safety. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community;
- A dangerous individual in the locality;
- An intruder on the school site with the potential to pose a risk to students, staff and visitors;
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- Serious accident on-site requiring good access for Emergency Services. Copies of this Policy will be available on the school's Learning Platform.

Testing of the Policy

The Executive Headteacher or another member of our Senior Leadership Team, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Lockdown Procedure

In the event of an emergency, the Executive Headteacher or in their absence Head of Primary/Head of Secondary will make the decision, in consultation with the Police when deemed necessary, with regard to whether the school needs to be locked down.

Full Lockdown

This signifies an immediate threat to the school.

Alert

Alert to staff: "Lockdown".

Immediate Action

- If lockdown occurs during lesson time, all students remain in their classroom. If any students are outside e.g. PE lessons they should report to the changing rooms.
- If the lockdown happens during a lunch period then students can assemble in the Theatre, Sports Hall, Drama Studio or Dance Studio.
- External doors locked.
- Classroom doors locked, where a member of staff with a key is present., or blocked.
- Windows locked and blinds drawn (if possible).
- Students sit quietly out of sight (e.g. under a desk or around a corner).

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by a warning via the tannoy.

During the lockdown, staff will keep agreed lines of communication open via email but not make unnecessary calls to senior management or the office as this could delay more important communication.

Full Lockdown Procedure

Lockdown Management and Control

| Nominated Person | Responsibility |
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| Executive Headteacher or Head of School Primary/Head of School Secondary | Initial contact with the Emergency Services |
| Director of Attendance, safeguarding, mental health | Liaison with parents |
| Teacher | Student control |

Signals

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| Signal for lockdown | Lockdown siren to be sounded |
| Signal for all-clear | Lockdown ended signal over tannoy. |

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| <p>Specified assembly room</p> | <p>If lockdown occurs during lesson time, all students remain in their classroom. If any students are outside e.g. PE lessons they should report to the changing rooms.</p> <p>If the lockdown happens during a lunch period then students can assemble in the Theatre, Sports Hall, Drama Studio or Dance Studio.</p> |
| <p>Communication arrangements</p> | <p>Radios between Senior Leadership Team/key staff. Tannoy Email where necessary</p> |

Lockdown Procedure

| Step | Initial response | Check | Time | Signed |
|------|--|-------|------|--------|
| 1 | <p>Ensure all students are inside the specified assembly room or closest safe space. Once the alert for lockdown in place then SLT will patrol the building to ensure that all staff and students are secure in their assembly point.</p> | | | |
| 2 | <p>Secure all entrance points to the specified assembly room (classroom/sports hall/office).</p> <ul style="list-style-type: none"> ● External doors ● Fire Doors ● Internal doors ● All windows ● Air vents (in the case of fire or air pollution) | | | |
| 3 | <p>Dial 999 for each Emergency service that the incident requires.</p> | | | |
| 4 | <p>Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safespace.</p> | | | |

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| 5 | <p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> ● Block access points. ● Sit on the floor, under tables or against the wall. ● Keep out of sight and draw curtains to avoid detection. ● Turn off lights. ● Stay away from windows and doors. ● Students to turn off all mobile phones and electronic devices. ● Complete a register of students in the room | | | |
| 6 | Staff to make students aware of the exit points in case an intruder manages to gain access or the assembly room becomes unsafe. | | | |
| 7 | Ensure that students who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. | | | |
| 8 | Check for missing or injured staff members and students if it is safe to do so. | | | |
| 9 | Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the Emergency Services | | | |
| 10 | If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the Emergency Services. | | | |

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 dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Executive Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the Emergency Services to arrange a Reception Centre for family members outside of the cordoned off area.

Communication with Parents and Carers

School lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Information to share with parents and carers

Parents and carers 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 child's safety;
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers;
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger;
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. ***However, it may also be prudent to reinforce the message "The school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out."***

Lockdown Plan

Person/s with authority to manage the lockdown

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| Stephanie Bryant (Executive Headteacher) | <p>Role</p> <p><i>Drills:</i> Giving instruction to IT team to give lockdown alert screens, signal to sound lockdown bell, responsible for annual lockdown drills, responsibility to ensure all staff and students are aware of the lockdown process.</p> <p><i>Lockdown incident:</i> Giving instruction to IT team to sound lockdown tannoy, primary liaison with Emergency Services, ensuring all students not in lesson get to assembly point, giving signal for all clear alert, lockdown debrief with Critical Incident team.</p> |
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| <p>Ben Godber (HOSS) Lorraine Hoad (HOSP) Amir Fakhoury (Director of safeguarding, attendance and mental health) Michelle Davies (Business Manager) Steve Causley (AHT Primary) Zach Kinnaid, Juliet Collinson, Jo Gerrard (AHT's in Secondary) Laura Barker (Head of SEND)</p> | <p>Secondary command for the following:</p> <p><i>Drills:</i> Giving instruction to IT team to give signal to sound lockdown tannoy, responsible for annual lockdown drills, responsibility to ensure all staff and students are aware of the lockdown process.</p> <p><i>Lockdown incident:</i> Giving instruction to the IT team to signal to sound lockdown Tannoy, liaison with Emergency Services, ensuring all students not in lesson get to assembly point, giving signal for all clear alert, lockdown debrief with Critical Incident team.</p> |
| IT team | Giving lockdown and normal operations resume alert. |
| Site team | Lock all doors/gates/windows where possible. |
| School teaching staff | Ensuring students are secured and remain in assembly point, taking register, reporting any critical information. Staff responsible for any visitors they have with them. Take registers and report any missing students to the SLT/Attendance Officer. |
| Fire Wardens/SLT | Responsibility to ensure all staff and students go to or remain in relevant assembly points. |
| Admin team | Admin team to notify Headteacher/SLT of any suspicious activity. Admin team to account for any visitors. |

Circumstances where lockdown will be applied

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the school site with the potential to pose a risk to students, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for Emergency Services.

If the admin team sees or hears something suspicious they should report immediately to the Executive Headteacher/ Head of school primary or secondary or member of SLT.

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| Arrangements for how the lockdown signal will be given. See signals section above |
| Guidance on where people go if they are outside or away from the classroom. If outside for PE lessons go to changing rooms. If outside or inside for lunch to assemble in the Sports Hall. |
| Details of how a roll call will be undertaken. If lockdown occurs during lesson time the register taken at the beginning of the lesson will need to be reviewed so a staff member can identify if a student is missing. If lockdown occurs during the lunch period the students in the Sports Hall will be cross referenced to paper copies of the SIMS registers to identify any missing students. |
| How the plan will be shared, tested and reviewed. The lockdown Policy will be in the policy folder as a reference point for staff. The Executive Headteacher and Heads of school will disseminate the process to staff via staff briefings and let them know when a drill is arranged for. At least 2 drills will take place annually. SLT will debrief after a drill to discuss learning points and future refinements to the process. |
| Training requirements for staff and students. The drill will act as a practical enforcement of the process. |
| Debriefing arrangements following a lockdown. SLT will meet to do a debrief about the process. |

Lockdown Situations when Away From the School

If a lockdown situation occurs when a group of staff and students is away from the school (e.g. on an educational visit) then the trip leader will be contacted by the Executive Headteacher or another member of school staff designated by the Headteacher to explain the situation and if necessary delay the return to the school until the situation has been resolved.

The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip, and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Students will be asked to disperse or hide if this will aid their safety.