

Bishop Challoner Catholic College



Next Review

March 2026

Review Period

3 years

Principal Reviewed

March 2023

Website Published

March 2023

Current Status

Complete

Staff Owner

D Hearnden

Government/DfE Requirement

Good practice

Lockdown Policy and Procedures

LOCKDOWN POLICY AND PROCEDURES

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 students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance/act of terrorism in the local community
- An intruder on the school site
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- Hostage taking of any member of the school community
- Death of any member of the school community

It is essential that the response to any emergency is timely, consistent, professional and co-ordinated in a way that minimises the impact to all members of our community. The response to emergencies will be dependent on the nature of the critical incident. The sounding of alarms will instigate the automatic response to either:

- A potential fire/bomb threat where immediate evacuation of the buildings is required
- The need for a 'lock down' where immediate containment of all people within the building is required

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

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 students and staff in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action on hearing the lockdown horn sounding signal:

- All outside activity to cease immediately, students and staff return to building.
- All students and staff 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 students and staff 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 students and staff.
- '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 can 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.
- The end of a lockdown situation will be signalled by the sound of the school change bell x 10.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action on hearing the lockdown horn sounding signal:

- All students return to classroom
- External doors locked
- Classroom doors blocked
- Windows locked, blinds drawn, students sit quietly out of sight where possible
- Register taken/head count
- students and staff remain in lock down until it has been lifted by a senior member of staff/ emergency services.
- At any point during the lockdown, the fire alarm may sound, this is a signal to evacuate the building
- During the lockdown, staff will keep agreed lines of communication open as much as they can
- The end of a lockdown situation will be signalled by the sound of the school change bell x 10.

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be shared with parents either by newsletter or 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 his/her 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 the 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 you to come get their children, and where this will be from

Parents will be told

'..the school is in a full/partial lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out..'

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 Principal with regarding the timing of communication to parents.