



## St Mary's Catholic Primary School, Wingate: Lockdown Policy

### Purpose:

Based on the Department for Education (DfE) guidance and best practice for security and preparedness in education settings, this policy sets out procedures to follow in the event of a lockdown.

The document applies to all staff, pupils, visitors and volunteers. It is designed to help us:

- Provide clarity to all staff about our lockdown plan.
- Help staff to educate and inform the children and indeed their parents about what to do in such a situation.
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident (note: this information is kept internal to the school)

### Key Definitions:

- **Lockdown:** Refers to the restriction of movement into, out of and around the school.
- **Partial lockdown:** External threat – pupils remain indoors; external doors locked.
- **Full lockdown:** This signifies an immediate internal or nearby threat to the school and may be an escalation of the partial lockdown. Pupils and staff stay in secure rooms with doors/windows locked and lights off. Movement of pupils and staff is restricted inside the school building to ensure their safety. The aim is to protect everyone on site, minimize disruption to learning, and ensure clarity of roles during an emergency.

### Roles and Responsibilities:

**Headteacher (or equivalent):** Initiates lockdown, liaises with emergency services, and decides when to end lockdown.

**Lockdown Lead:** Maintains plan, coordinates response, oversees training.

**Staff:** Secure classrooms, account for pupils, keep calm.

**Support/Office staff:** Secure entrances, support communications.

**Visitors:** Follow procedures and stay in the building until lockdown ends.

### Triggers for Lockdown:

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 in the local community (with the potential to pose a risk to staff and pupils in the school)

- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- 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
- The close proximity of a dangerous dog/animal roaming loose
- A medical emergency

### **Lockdown Procedure (specific details kept internal to the school):**

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 aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Upon hearing the lockdown signal:

1. Remain calm and act quickly.
2. Lock doors, close windows/blinds, turn off lights (if full lockdown).
3. Move pupils away from sight lines, keep quiet.
4. Account for pupils; report missing individuals.
5. Maintain communication only if safe.
6. Await 'all clear' instruction from Headteacher or emergency services.

### **Communication with parents:**

In the event of a full lockdown, any incident or development will be communicated to parents as soon as possible. Parents will 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.

It is crucial that parents/carers:

- **do not** 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 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 and collect their children, and where this will be from.

Parents will be told:

“...the school is in a full lockdown situation. During this period the office and entrances will be un-manned, external doors locked and nobody allowed in or out...”

### **End of Lockdown:**

Headteacher announces the end of lockdown. Staff will open doors, take registers, and report any concerns. A full debrief will follow and pupils will be supported, as required.

**Training and drills:**

Schools will conduct lockdown training for all staff, during each school year. Induction for new teachers includes lockdown awareness.

Lockdown drills with children will be carried out in an appropriate way.

**Risk assessment:**

A security risk assessment will be undertaken annually. Preventive measures include secure access, visitor protocols, staff vigilance, and SEND-inclusive plans.

A personal emergency evacuation plan (PEEP) will be in place for the evacuation of a person with special educational needs (SEND), as required.

**Governance and Oversight:**

Governors receive regular reports on drills and incidents. This policy will be reviewed annually or after any incident.