



**St. Ethelbert's Catholic Primary School
and Nursery**

**Lockdown
Policy**

Date of Policy Issue: September 2025

Name of Responsible Person: Mr S Marshall

Role of Responsible Person: Headteacher

Signature of Responsible Person :S Marshall

Signature of Headteacher

Signature of Chair of Governors

Date agreed :

Date to be reviewed : September 2028

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

Lock Down (Stay Safe) Policy and Procedures

As a Catholic school we recognise in everyone the dignity and beauty of the person, made in the image of God. We value each individual and respect them regardless of their background and circumstances because they are our brothers and sisters in the family of God and we are called to love and value everyone.

Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down 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. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing 3 short two second rings on the school fire alarm system

Designated members of staff will carry their mobile phones and radio at all times to communicate

Procedures:

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

Staff will be notified that lockdown has ended on hearing 3 short rings on the school fire alarm system and will also receive an email confirmation

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of all outside doors where it is possible to remain safe.
2. Office staff will also send a generated email to all staff explaining school is now in lockdown and everyone is to stay in room until told otherwise by Headteacher or Deputy Headteacher.
3. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
4. Children, adults e.g. volunteers, visitors or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
5. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Early Years adults to make sure Nursery and Reception doors are locked. Fire Wardens to sweep and close external doors.
6. No adult or child to leave the room for any reason whilst in lock down.
7. Staff on PPA to lock down in the staff room or workroom; remaining quiet.
8. Catering Staff to close all internal and external doors to kitchen and turn off lights and phone the main school office, via the phone in the servery, to say all present.
9. Staff should notify the school office via the classroom phone to identify those children **not** accounted for only and of any extra children who are now in lockdown in their room with them. If they are not able to phone for any reason they must email the office instead.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.

2. Staff to remain in lock down positions until informed by key staff e.g. Headteacher or Deputy Headteacher in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. Headteacher (or Deputy Headteacher in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Headteacher or Deputy Headteacher to call police, Local Authority and Governors if necessary.
3. If a class is out of school e.g. at church or on a school trip, office staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
4. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.
5. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system

Parents will be told:

‘..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...’

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down (Stay Safe) drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

The governing body to review this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.