



ST. THOMAS MORE CATHOLIC PRIMARY SCHOOL

EMERGENCY LOCKDOWN POLICY

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the
Health and Safety Policy and Safeguarding Policy

Date drafted: October 2025

Date ratified by the Governing Board: October 2025

Date for review by Staff and Governors: October 2026

St. Thomas More Catholic Primary School

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Rationale:

As part of our Health and Safety policies and procedures the school has an Emergency Lockdown Policy. Emergency 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 children and staff in the school. They may be activated in response to any number of situations, but some of the more typical may include:

- A reported incident/disturbance in the local community, with the potential to pose a risk to staff and children in the school;
- An intruder on the school site, with the potential to pose a risk to staff and children in the school;
- A visitor to the school site who becomes abusive or aggressive, with the potential to pose a risk to staff and children in the school;
- A warning being received regarding an environmental risk locally (smoke plume, toxic fumes);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog or animal roaming loose;
- A child who is unaccounted for or missing within the school site

Roles and Responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Walkie Talkie's are used for communication throughout the school on Channel5
Assistant Headteacher	Escort visitors to agreed safe place. Named Person for guiding Visitors will be Chris Johnson Communicate with parents/carers. Walkie Talkie's are used for communication throughout the school on Channel 5
Teachers and support staff	Bring pupils to classroom or other place of safety. Take register and stay with pupils. Depending on the scenario, staff may need to wedge doors and close all blinds. All teachers should have a class walkie Talkie and this should be on channel 5 at all times,

STAFF MEMBER	RESPONSIBILITIES
Caretaker/Office Staff/Assistant Head	Make sure all access points are secured. Named person for Main office door in the am session – Jamie Sage-Lloyd Named person for Main office door in the pm session – Paul Tippen Named person for KS1 door in the am session – Julie McNamara Named person for KS1 door in the pm session – Julie McNamara Named person for KS2 door in the am session – Susan Cerikan Named person for KS2 door in the pm session – Susan Cerikan

Security Lockdown Signals:

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
- Yellow Lockdown alarm will be activated and a dedicated 'lockdown' alarm will sound - Staff will be notified of the lockdown via walkie-talkie communication on channel 5 - Word of mouth - Email with additional information if required	- Yellow Lockdown alarm will be activated and a dedicated 'lockdown' alarm will sound to end the lockdown - Staff will be notified of the lockdown via walkie-talkie communication on channel 5

Partial Emergency Lockdown

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the school.

It may also be a result of a warning being received regarding the risk of air pollution etc. Signal for lockdown Walkie-Talkie communication – 'PARTIAL LOCKDOWN, ACT NOW' (anyone to use) and the lockdown alarm will sound.

Signal for escalation to full lockdown Walkie-Talkie communication – 'FULL LOCKDOWN, ACT NOW' and the lockdown alarm will sound.

Action: 1. All outside activities to cease immediately

2. Children and staff return to building & a register to be taken

3. All staff and children remain in building and all external doors and windows are closed/locked

4. Free movement maybe permitted within the building dependent upon circumstances

5. Staff should await further instructions, and remain in 'Partial Lockdown' mode until signal for all-clear is given by a member of SLT.

Once all staff and children are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and children.

Partial emergency lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate.

Security Lockdown Plan:

Our safe assembly points	All children should be in classrooms during lockdown. Visitors will be based in the main hall. In the case of a pollution or a gas cloud in the area children and staff will need to shelter in a central area with fewer windows, such as the main hall
Secure entrance and exit points	Teachers should be responsible for checking all windows and doors in their classrooms. SLT will check all communal areas. Designated staff will check all entrances are locked.
Bring pupils inside	If the alarm sounds for a lockdown then a member of staff will go out onto the field to ring a bell to inform staff and children it is lockdown. Staff will need to head count all children back into the building if outside. This will be communicated with the office via walkie-talkie.
Steps to increase protection	• Lock doors in classrooms and apply wedges if appropriate • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	The school will use an internal Walkie-Talkie system to communicate the initial lockdown and then communicate via email.

Communication with parents/carers during a lockdown	To communicate a lockdown with parents and email will be sent as well as a Dojo. We will ask parents/carers not to call the school if the event of a lockdown and will update via dojo regularly and timely.
Arrangements for pupils or staff with additional needs	Children with special needs will be supported by a named adult and will have access to sensory support as appropriate e.g. weighted blankets, fidget toys
Lockdown duration	According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	Name: St Thomas More Church Hall Type of venue: Church Hall Contact name and number: St Thomas More's RC Church, Princess Elizabeth Way, Cheltenham, GL51 7RA tel: 01684 293273
Security lockdown drills	Lockdown drills will be at the start of every term and will include one morning and one afternoon each short term. This will be communicated to parents via Dojo the week before a lockdown.

Lockdown Drill Action and Checklist

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		

Step	Time	Signed
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows if appropriate		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		