



## **St Anne's Catholic Primary School**

### **Emergency Lockdown Procedures**

#### **Mission Statement**

**At St Anne's our mission is to:**

Help all to develop a closer personal relationship with Christ

Live by, teach and respect the values of the Catholic Church

Promote honesty, respect, justice, tolerance, kindness and forgiveness.

Provide a welcoming, safe, loving and caring environment

Treat everyone equally

Celebrate cultural diversity and the uniqueness of the individual

Teach our children to look after their world

Encourage them to be responsible, independent, enthusiastic learners and do their best at all times Encourage them to develop their talents

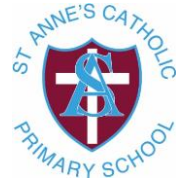
Offer high-quality teaching through a creative, fun, challenging and broad curriculum work in partnership with families, governors, the parish and the wider community.

#### **Introduction:**

St Anne's Catholic Primary School is committed to providing a safe and secure working, teaching and learning environment for all staff, students, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

#### **Rationale**

As part of our Health and Safety and Security policies and procedures our school has a 'Lock Down' Policy. On very rare occasions it may be necessary to 'lock down' the school so that it cannot be entered from the outside. This is to ensure that pupils, staff and visitors are safe in situations where there is a hazard within the school grounds or proximity of school. A lock down may be implemented when there are serious security risks for the; premises and those within it, 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 to staff visitors and other school personnel

The school telephone system is connected to the Tannoy system and can be activated by members of the Senior Leadership Team (SLT) or the School Office staff.

When a lockdown is required, staff will be notified in one of the following ways:

- **The classroom telephone will ring with a short message from the Headteacher or Senior Leadership Team stating: "Operation Fox."**
- **A repeated alarm sound may play through the telephone.**
- **An emergency message will appear on the classroom whiteboard or PC if they are switched on.**

### Staff Action

Front of House staff must immediately alert any visitors waiting in reception when a lockdown is initiated visitors must be brought inside the building quickly and calmly, they must be directed to the nearest safe room or secure area, avoiding unnecessary movement through the building.

Immediately begin lockdown procedures upon hearing the alerts:

- **Do not leave the classroom or go outside.**
- **Ensure all pupils remain inside the room.**
- **Follow the school's lockdown safety procedures until further instructions are given by the Senior Leadership Team.**

The repeated sounding alarm means all pupils to be directed by staff to enter the nearest building via the nearest door. The last person in shuts and locks the door. Pull blinds down, stay calm and keep children calm. Remain indoors until given the all-clear.

**CLOSE** all doors and windows and blinds

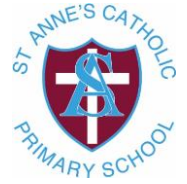
**LOCK** any doors/ gates — internal and external

Stay **OUT of SIGHT** and minimise movement

Stay **SILENT** and avoid drawing attention

**ENDURE** Be aware that you may be in lock down for some time

The Telephone message or alarm signal (described above) will activate the procedure of pupils being brought into the school building as quickly as possible and the locking of the



school's classrooms, halls, offices, connecting doors and all outside doors/ gates where it is possible to remain safe. All internal doors have thumb locks that can be locked from inside with no access to room from hallway Please note: these locks should only be used during 'lock down

At the given signal, pupils will remain in the room they are in, and the staff will ensure that the windows and doors are closed and/or locked and door panels screened closed where possible. Pupils must be positioned away from possible sightlines e.g. from external windows and doors all blinds screens closed. Lights and Smart boards should be turned off. Any devices including mobile phones should be put on silent mode teachers should try to stay close to school telephone or their mobiles so they can be updated by key staff.

Staff should support pupils to keep calm and quiet. Any vulnerable pupils or those with particular needs must be supported by their assigned adult if it is safe for them to make their way to them. Otherwise, other adults within the classroom can take this role. Any staff with particular needs are instructed to make their way to the nearest occupied classroom.

Staff should remain in lock down positions until informed by key staff e.g. Headteacher, Senior Leadership staff — or by members of the emergency services - that there is an all clear.

As soon as possible after the lock down, class teachers must return to their classrooms (if not there already) and conduct a register, notifying the main office staff immediately that all children are present or of any pupils not accounted for.

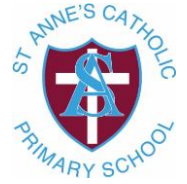
Staff should notify the main office or School business Manager through internal phone that all children are present, or those children who are not accounted for. Staff should remain constantly alert to any phone or email communication from the Headteacher or Senior staff.

Teacher or staff who are not on site should be notified by Head teacher, Senior leadership team or office staff not to enter the building until all clear has been given If they are near the building they will be asked to wait in nearby school Lilian Baylis secondary school.

### **UNDER NO CIRCUMSTANCES SHOULD ANYONE MOVE ABOUT THE SCHOOL**

Toilets must be checked by an adult who is closest to KS1 and KS2 toilets or Premises officer any pupils must be alerted to join nearest classroom even if this is not their year group or they can stay in a school office with a responsible adult. The adult must alert their class teacher by phone to let them know they have the pupil with them.

Teachers or staff using the Main school hall or Music room must lock the doors and follow the same procedure as if they were in a classroom.



All front facing classrooms that lead out to Playground have a red emergency box with a whistle these are only to be used in an emergency lockdown.

**Year 1 class**

**Year 2 class**

**Year 3 class**

**Year 4 class**

The whistle storage box has been positioned at adult height to deter pupils from taking it away daily checks are made in morning when premises officer opens these classrooms if it is missing it must be replaced immediately.

### **Notification of Lockdown to staff using the playground**

If Teachers are using the playground or the school pitch a warning whistle of three steady loud blows must be made to alert staff to stop what they are doing and head to nearest classroom, Unity Room or 1932 block rooms.

On doing this, they must close all doors and blinds and keep out of sight. The alert can be made by anyone using Year 1-4 classrooms when they go to lock and close their door or any member of staff who is close to playground door or classroom door.

### **Staff Roles:**

- School Business Officer and/or office administrators ensure that office doors are locked and police are called if necessary.
- Premises Officer to lock the school's gates, external doors and any other entrances.
- Individual teachers/ TAs lock doors and close windows and pull-down blinds.

### **Communication with parents**

If necessary, parents will be notified as soon as it is practical to do so via the school 's established communication network text or email method it is important not to trigger undue anxiety the decision to make formal communication with parents and carers will come from Head Teacher, Deputy Head teacher or Chair of Governors.

### **Parents will be told that:**

The school is in a full lockdown situation. During this period the telephones 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 a member of office staff or emergency services.

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

### **Lock down drills**

All staff will be made aware of these procedures and a 'lock down' practice will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Pupils must be told what to do in their classrooms by their class teacher or during a whole school assembly they must be reminded of what to do if they leave the classroom to use the toilet and lockdown begins, they should also be reassured that a lockdown drill is as important as a Fire Drill and used for safety.

Monitoring of St Anne's practices must take place and staff debriefed for positive reinforcement so that we can identify improvements.

It is fair to say that these incidents are rare, and this procedure may never need to happen, but it is important to be ready and act quickly.

### **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

### **Other Relevant Documents**

A number of other school documents contain significant statements relating to pupils' safety.

Health and Safety Policy  
Staff code of conduct  
Emergency Evacuation  
Medical Needs Policy

Risk Assessments  
Fire Safety Policy



<b>Date agreed by governing body</b> March 2026	<b>Signature of Chair or Vice Chair</b>
<b>Date agreed for review</b> Autumn 2027	<b>Frequency of Review</b> Every year
<b>Responsibility for Review</b> Resources /FGB	