



Emergency Lockdown Procedure

We learn to love and love to learn with Jesus

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OUR LADY CATHOLIC PRIMARY SCHOOL: LOCKDOWN PROCEDURE

1. SECURITY LOCKDOWN PROCEDURE

Staff Member	Responsibilities	Emergency Contact
Headteacher / SLT	<ul style="list-style-type: none"> Decide on the type of response needed, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Communicate with parents. 	Richard: 07581369723 Alzira: 07508920426 Leann: 07369240757 Jade: 07779099182
Person Visited / Closest Teacher	<ul style="list-style-type: none"> Escort visitors to agreed safe place. 	Jackie: 07905745141 Marion: 07906018358
Teachers and Support Staff	<ul style="list-style-type: none"> Keep/bring class pupils to classroom or other place of safety. Take register and stay with pupils. If outside, consider evacuating to safe location rather than coming back into the school. 	
Site Manager <i>In their absence – designated member of the leadership team</i>	<ul style="list-style-type: none"> Make sure all access points are secured, in accordance with school-specific training. (DfE guidance says that a named person should be responsible for this). 	Roger: 07763486566 Richard: 07581369723

2. SECURITY LOCKDOWN SIGNALS

Alarm or Signal for Lockdown	Signal for all-clear
<ul style="list-style-type: none"> Public address (PA) system announcement. Use of code word to mitigate panic: Code Blue. Communication via staff group on WhatsApp (with phones on silent mode). Word of mouth 	<ul style="list-style-type: none"> Separate PA system announcement. Use of code word to mitigate panic: Code Blue Unlock. Depending on the situation, a 'trusted person' or the Police, give the all-clear. Internal message systems (e.g. class telephones, WhatsApp messages, whole staff email from SLT/Office).

3. FULL SECURITY LOCKDOWN PLAN

In the event of a full lockdown
<ul style="list-style-type: none">• All outside activity to cease immediately, children and staff to return to building;• Staff and children to return to their classroom;• All staff and children remain in the building and external doors and windows locked;• Classroom blinds/shades to be drawn (where possible).
Safe rooms - most suitable for lockdown
<ul style="list-style-type: none">• Classrooms, main hall, dining hall or school office.• Visitors to lock down and remain with whichever member of staff is responsible for the visit.• Intruder on premises: Individual classrooms or offices.• Pollution or a gas cloud in the area: Shelter in central area – hall, canteen and sports hall.
Secure entrance and exit points
<ul style="list-style-type: none">• Class teachers to lock classroom doors and close windows.• Designated staff to ensure all external doors are closed.• Site manager/designated staff to close gates, where possible.• Staff to lock doors and close windows in main office.• Kitchen staff to lock the main kitchen door and assemble in the back room with the door locked.• Office staff and kitchen staff to assemble in Headteacher's office and lock the door.
Bring pupils inside
<ul style="list-style-type: none">• Communication via PA system announcement.• Use of code word (Code Blue) indicates an evacuation is taking place. <i>'We are entering a Code Blue situation. Please take appropriate steps now. Can all staff and children make their way quickly and calmly into their classrooms.'</i>• Designated staff to check that there are no children in the toilets. If children are in the toilets, they must return with the adult immediately.• Staff and children who are walking along the corridor must immediately enter the closest classroom.• Registers to be taken. Missing pupils to be reported via WhatsApp staff group.• Inventory to be used for staff, visitors and contractors – where possible.• Tracking by Designated Fire Wardens, overseen by Headteacher and senior leadership team.
Steps to increase protection
<ul style="list-style-type: none">• Lock all doors and barricade yourselves in, if possible, using heavy objects.• Position children away from sightlines from external doors and windows – for example, under a desk.• Turn off lights and monitors.• Make sure mobiles phones and electronic devices are on silent. Ensure pupils and visitors do the same.• 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 and tape with duct tape any cracks – if possible (if the risk is pollution or a gas cloud).

Internal communication during a lockdown
<ul style="list-style-type: none"> • Communication via staff group on WhatsApp (with phones on silent mode). • Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by. For example, communicate with pupils silently via a whiteboard, paper or hand gestures. • School telephones in the office to be kept free to send and receive messages; • Staff mobile phones to be switched on ready to receive or send instructions and/or messages on the WhatsApp staff group.
Arrangements for pupils or staff with additional needs
<ul style="list-style-type: none"> • Pupils with additional needs have individual PEEPs in place (PEEPs should be designed to consider lockdowns). These arrangements must be followed in the event of a lockdown.
Evacuation plan (if required)
<p><i>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.</i></p>
<p><u>An evacuation will be communicated in the following way:</u></p> <ul style="list-style-type: none"> • Name: Our Lady, Queen of the Apostles, Church. 141 Woodhall Ln, Welwyn Garden City AL7 3TP • Type of venue: Church • Contact name and number: Fr. Norbert Fernandes - 07753 282 893 • Directions: Turn right at the front gates of the school and walk to the bottom of Woodhall Lane. Enter the church car park via the presbytery and await further instructions.
Security Lockdown drills
<ul style="list-style-type: none"> • These will happen termly. • We will inform pupils and parents in advance by talking to pupils in assembly and sending information to parents.

4. PARTIAL SECURITY LOCKDOWN PLAN

This may be as 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 as a result of a major incident occurring in the school which it may not be appropriate for children to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

'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 and need to revert to a full lockdown.

In the event of a partial lockdown

- All outside activity to cease immediately, children and staff return to building.
- All staff and children to remain in the building and external doors and windows locked.
- Movement may be permitted within the school building, dependent upon circumstances, but this must be supervised by a member of staff;
- All situations are different. Once all staff and children are safely inside, senior members of staff will conduct an ongoing and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and children.
- In the event of an air pollution issue, air vents should 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.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication;

5. COMMUNICATION WITH PARENTS

The following guidelines should be followed with regards to communication between parents/carers and the school

- The school's lockdown procedures will be published on the school website and routine practices communicated with parents by newsletter or via the school website with information regarding the effectiveness of the procedure.
- Only communicate with parents/carers if it is safe to do so.
- Parents must be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and must be asked not to come to the school in the case of a security incident – to ensure emergency services access is maintained.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable:
- Communication will be made via School Gateway using pre-prepared statements.
- *'Our Lady Catholic Primary School is in a full/partial lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information. Parents are asked not to contact the school during the lockdown. Calling the school could put the children's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Herts County Council. Parents are also asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger. Thank you for your understanding.'*
- Parents will be given enough information about what will happen/is happening or has happened 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 their safety;
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.
- Parents will be informed when the 'all clear' has been given.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary)

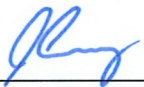
6. EMERGENCY SERVICES

Effective partnerships with the Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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 Headteacher regarding the timing of communication to parents;
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year;
- Depending on their age, children should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

7. REVIEW OF PROCEDURE

This policy was reviewed and agreed by the Governing Body at Our Lady Catholic Primary School Governors on 8th March 2021. It was agreed that the policy would be revised in February 2027.

Signed by Headteacher: _____ 

Date: 24th February 2026

Signed by Chair of Governors _____ 

Date: 24th February 2026

Policy Originator	Richard Curry
Governor Responsible	Kelly Donkor
Status	Statutory
Last reviewed	23 rd September 2025
Ratified on	24 th February 2026
Review period	Annually



APPENDIX 1: EMERGENCY LOCKDOWN ACTION CHECKLIST

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents 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 – enact escalation/reporting process for missing individuals		
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 and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
If possible, 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 are told to evacuate by the emergency services. (An intruder may impersonate emergency services, confirm evacuation through 999 or code word where possible).		