

Christ the King Catholic Primary School

We love, aspire and serve with Christ our King



Lockdown & evacuation procedures

Lock Down Policy and Procedures



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Rationale

As part of our Health and Safety policies and procedures Christ the King Primary School has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs or animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.



RESEPECTFUL



SAFE



RESPONSIBLE

NaCTSO (National Counter Terrorism Security Office)

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

The lockdown signal will be clearly communicated via the school's internal phone system with a standard phrase, such as 'ATTENTION AMBER/RED LOCKDOWN' or ATTENTION AMBER/RED ICECATS. Additionally, a visual silent signal (ICE Cats cat image) will be used to reinforce the alert. All staff will receive annual refresher training on recognising and responding to these signals to ensure swift action.

Lockdown can be categorised as **RED full lockdown**, or **AMBER partial lockdown**... full lockdown guidelines are written below, partial lockdown may occur when it is deemed safer to keep the indoors with doors and windows locked but freedom of minimal internal movement is allowed, this situation will be constantly and vigilantly monitored and can be escalated to full lockdown when required.



ICECATS



ICECATS



ICECATS





Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed and locked, children are to be positioned away from possible sightlines from external windows/doors. Lights, Large Screens and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom 1, 2 or 3 and remain with that class and class teacher informing the SEMT of their whereabouts as soon as safely possible. (SEMT school emergency planning team)
4. If on the corridor Look for the nearest room available and lock the door and find the safest place within the room and lay low out of sight. Look for the '**Safe Corner**'
NO ONE SHOULD MOVE ABOUT THE SCHOOL
5. Staff to support children in keeping calm and quiet (ICE CATS training). Place children against the walls / under tables / in toilet areas, so that the intruder cannot see them looking in the door. Look for the '**Safe Corner**'. Front desk will lock doors and secure all main areas. All children to be kept low and in a 'safe area'
6. Staff to remain in lockdown positions until informed by Senior Staff.
7. As soon as possible after the lockdown teachers return to their base classrooms and check numbers again.

Staff Roles:

The designated Lockdown Coordinator will be appointed from the Senior Leadership Team to oversee the lockdown process, liaise with emergency services, and coordinate communication. This role will be clearly communicated to all staff.

1. Front office staff ensure that their office(s) are locked and police/ emergency services called if necessary.
2. Office staff member locks the school's entrance and front desk to shut the main door.
3. Staff to make sure that outer door are locked
 - Two doors in the Atrium (Year 5 & Year 6 Teachers responsible if safe to do so)
 - Eternal doors to the Yard
 - Library Doors
 - Kitchen external doors





4. Individual teachers and support staff to lock/close classroom door(s) and windows (EYFS Shutters down if safe to do so). Nearest adult to check exit doors in the building and all blinds to be drawn closed.
5. Staff in rooms with children to lock down in this room shutting blinds

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER or senior SEMT leader in his absence) BEFORE LEAVING

Communication with parents

Parents will be kept informed through timely, factual updates via the usual channels of communication. They will be advised not to attend the school site during a lockdown to avoid endangering themselves or disrupting emergency procedures. After the incident, a formal letter will be sent to parents explaining the situation and reinforcing the importance of compliance with lockdown procedures.

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, under emergency circumstances please make sure your own emergency contact line is free in case we need to contact you with relevant information (usually via app message) It is important to note that on rare occasion you do not travel to school for logistic purposes the emergency services may restrict access to the area, for your own safety, we ask that you please respect this guidance... 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 children can be picked up from office staff or emergency services. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take account for all children present in class. Administrators will divide and keep in communication with radios or phones.

Staff will ensure that children with SEND, medical conditions, or communication needs receive appropriate support during lockdown, including adaptations to instructions and reassurance. Individual risk assessments will inform specific lockdown arrangements for vulnerable pupils.

Following lockdown, a debrief session will be held with staff to evaluate the response, identify lessons learned, and provide pastoral support to pupils and staff as needed. Records of the incident and response will be maintained securely.

Lockdown drills

Lockdown drills will be conducted at least twice annually, including one unannounced drill, to ensure all staff and pupils remain familiar with procedures and can respond effectively.

Review

This policy and procedures will be reviewed annually.





Lock Down Christ The King Primary School

Signals

| | |
|--------------------------|---|
| Signal for lockdown | AMBER / RED LOCKDOWN & Visuals. partial lockdown /amber ice cat image... full lockdown/ red ice cat image |
| Escalation to evacuation | Fire alarm with tannoy confirmation... evacuate 25 metres from the school |
| Signal for all-clear | Verbal communication, green ice cat image |

Lockdown

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| Rooms most suitable for lockdown | All Classrooms |
| Entrance points (e.g. doors, windows) which should be secured | Main entrance, Doors in from Yard Atrium doors EYFS doors Storage room off the EYFS Yard Kitchen Deliveries Entrance |
| Communication arrangements | Classroom phone system Tannoy / Lockdown announcements Mobile phones Instant messaging / email Radios |
| Notes; forest school/ afterschool external classes | In first instance, drop to the floor, after teacher assessment, raise awareness of the situation and your location to SEMT, to move to safety by forming an ICE Cats train and head into school closing or locking down doors, via the nearest entrance to the building, |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.





| Initial response - lockdown | Tick / sign / time |
|--|--------------------|
| Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. | |
| Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. | |
| Dial 999. Dial once for each emergency service that you require. | |
| Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors. | |
| Ensure that staff and visitors are aware of an exit point in case the intruder does manage to gain access. | |
| If possible, check for missing / injured pupils, staff and visitors. | |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. | |

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| Responsible Person | Mr. David Delaney |
| Responsible Governors' Committee | PFS |
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