



St William of Perth

Security lockdown procedure

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher	Co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Signal end of lockdown to staff through message on teacher Whats App group and by issuing all clear notifications.
Deputy Headteacher / SLT Members	Escort visitors to agreed safe place – staffroom. Communicate with parents/carers.
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils. Provide pastoral support to keep pupils calm. If working outside of classroom near nurture room (Rainbow Room) guide intervention groups into the staffroom and secure door. Year 6 and 5 teachers to activate classroom panic alarms to alert police to potential threat.
Site manager	Make sure all access points are secured. Carry out testing of lockdown call points weekly to ensure their maintenance.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
• Dedicated 'lockdown' alarm tone (Pulse bursts of the fire alarm system. The fire alarm will sound in pulses followed by a period of silence. • Pop up on employee computers or internal messaging systems e.g class dojo systems and teacher whats app messaging services. • Word of mouth	• Internal message systems – teacher Whats App group, email message to staff, class dojo messages. • <i>HT / SLT member will give all clear by walking up and down corridors and knocking on each classroom door.</i>

Security lockdown plan

Our safe assembly points	<u>In the event of an intruder</u> Pupils and staff be locked down or shelter in classrooms. Upon sounding of the lockdown alarm teachers to lock handle and top bolts on classroom doors. Pull blinds to screen classroom. Lock external door. Children to sit underneath desks and class teacher to read a story to the children until all clear is issued. Staff working in Rainbow Room (Nurture Room) upon hearing lockdown alarm to calmly lead out and go to the staff room where they shall lock the main staff room door. Staff in the kitchen to immediately exit and go to the Year 5 and 6 classrooms seeking sanctuary until all clear is given. Senior leaders working in DHT / HT and main office to lock themselves in offices by accessing handle locking mechanism. Pupils on the playground (PE / Playtimes) to return to the nearest classroom as soon as alarm sounds to seek sanctuary. Visitors to lock down in the nearest classroom when the lockdown drill is initiated. DHT / HT / Office staff to make 999 emergency phone call requesting assistance. Year 5 and 6 teachers to activate class panic alarms to notify the police for assistance. Pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall. This would be communicated to teachers via teachers Whats App group.
Secure entrance and exit points	Depending on the assessment of threat senior leaders to make decisions about securing exit and entrance points where possible.

Bring pupils inside	Lockdown alarm to sound. Children to access the closest classroom (if already outside). Sims to be printed after each register to know who is in or out of the building. Office staff to be responsible for handing this out after all-clear has been given.
Steps to increase protection	● Lock and screen doors ● Blinds to be pulled down on windows. ● 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) ● windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Teachers Whats App group and staff emergency Whats App groups can be used to display collective emergency messages or instructions which can not be viewed by an intruder. The school will use silent communications and keep noise to a minimum, especially if intruders are close by. Class dojo messaging facility can also be used by staff members.
Communication with parents/carers during a lockdown	We will advise parents of a lockdown protocol by issuing a message on the schools parent comms system – parentmail. Parents/carers will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	Staff to be aware of children with EHCPs and ensure that they are contained. Staff are aware of children with medical plans and medication will be kept with designated TAs (children carry these to PE/Break/Lunch anyway).
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.	<u>Evacuation plan</u> Evacuation procedure will be communicated to staff via teacher's Whats App group and by word of mouth. Evacuation procedure – staff will calmly lead their classes to St John Fisher Church as an additional place of safety. SLT member will contact parish priest to advise of evacuation protocol. The church is two minutes walking distance from the school and is the closest place of safety to the school. Name: St John Fisher, Catholic Church The Presbytery, Canon Cl, Rochester ME1 3EN Type of venue: Catholic Church Contact name and number: Father N. Vincent 01634 845430
Security lockdown drills	As a school we will organise regular practice lockdown drills in the same manner as fire drills. The school will aim to undertake one lockdown drill a term. These drills preferably will take place at the start of each term. Records of lockdown drills will be maintained by the office staff. A specific lockdown alarm will sound throughout the school to raise the lockdown alarm. We will inform pupils by talking to them in whole school and Key stage assemblies. Class teacher will also discuss with them in their own classes. Parents communication will occur via notifications to parents/carers e.g. parentmails / letters.

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise 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/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		
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		

Last reviewed: January 2025
Headteacher: Mr J. Willis
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