



# St Martin's School Lockdown Policy

## **Professional Advice**

This policy is written based on advice from NPCC (National Police Chief's Council) and NaCTSO (National Counter Terrorism Security Office).

## **Policy Aims and Objectives**

- To ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of intruders on the premises or negative issues in the vicinity of the school by quickly restricting access and egress to our site and its individual buildings.
- To safeguard all persons from death or injury in the event of an intruder.
- To safeguard all persons from death or injury in the event of a terror attack, civil disturbance or air quality issue in the vicinity of the school.
- To minimise the risk of intruders.
- To prevent people from moving into danger areas.

## **Responsibilities**

The School Lockdown Policy forms part of the School's Health and Safety Policy and extends through the whole school, with specific responsibilities as below:

- The proprietor ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Headteacher has the ultimate responsibility for the implementation and management of this policy.
- The Health and Safety Officer (HSO) is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
- Certain day to day responsibilities can be delegated down to a 'duty holder' such as members of the senior leadership team on the door or those locking up.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from intruders and must not do anything that will place themselves or other people at risk.

## **Managing Lockdown**

St Martin's has delegated day to day responsibility for managing lockdown to the Health and Safety officer, Mrs Shannon, who will:

1. Ensure that all learning spaces have a means of securely locking the room and blocking an intruder's view into the room.
2. Provide and maintain in working order all lockdown devices including:
  - a) radio handsets
  - b) notices and signage relating to lockdown
  - c) locks, lights and blinds
3. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular lockdown procedure practices.
4. Ensure that all staff, students, parents, contractors, visitors and third-party hirers are made aware of and comply with the school's lockdown procedures including displaying these in every classroom.



5. Complete a lockdown risk assessment to identify any special risks, e.g. access opportunities, which are to be kept in the proprietor's office, and put in place appropriate procedures to minimise the risks.
6. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for intruder prevention and lockdown procedures are in place.
7. Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

### **Lockdown Training**

- All staff receive lockdown training as part of their induction which details school specific arrangements and attend refresher sessions annually as part of our staff inset.
- Pupils are given instruction by their form teachers during the first week of the Autumn term on their actions to be taken in the event of a partial or complete lockdown.
- Lockdown drills are planned each term to evaluate the effectiveness of the school's procedures. The findings of the drill are reported to staff in a follow up email from the health and safety officer. Any conclusions and remedial actions are recorded and implemented, and lockdown drills are repeated until we meet the criteria set out.

### **Deterrence**

At St Martin's, our first priority is to deter potential threats through a strong security posture. We check and maintain perimeter boundaries to prevent access and have only one entry and exit point throughout the day which has glass panels to see visitors and is located by the main office, who are made aware of visitor appointments. All visitors, including parents, must enter through the main door to notify the office, sign in and receive a lanyard indicating whether we have cleared them to work unaccompanied with pupils; those without a DBS are accompanied during their time in school.

During student arrival and dismissal, two points of entry and three points of exit are used. These are all supervised by members of staff who provide both a visual deterrent and physical barrier between pupils and any potential threat. Our CCTV covers both main entrances.

We do not tolerate hostile or aggressive behaviour at St Martin's and any incidents are reported to and dealt with by the headteacher in the most serious of manners.

### **Lockdown procedures**

St Martin's staff remain vigilant at all times and any member of staff can instigate either a partial (code blue) or full (code red) lockdown by using the radio handsets.

A partial lockdown is a precautionary measure that puts the school in a state of readiness. It may be due to reports of a civil disturbance, an incident, terror threats, concern over air quality (including fire in the vicinity) or other community concern that is deemed to be a risk of causing harm. On hearing a code blue for partial lockdown, staff should get all pupils and visitors inside and children should return to classrooms. Teachers will lock all external doors and windows, close air vents and notify the office of any unaccounted for pupils who will instigate an immediate search. They may then continue teaching activities until further instructions are given. Office staff and senior leaders will be in touch with the emergency services and the headteacher or proprietor will make ongoing dynamic decisions as required, such as moving children from outside classrooms to the main building; moving Form 5 away from the front of the building; or instigating a full lockdown, depending on circumstances and advice.

In the event of a full lockdown, which signifies an immediate threat to the school, staff will ensure all pupils and visitors are taken quickly inside and everyone remains in the room they are in. Staff will lock all doors and windows, turn off the lights, close blinds and encourage everyone to hide calmly and silently. Once lockdown is in place, doors must not be re-opened for any reason until the lockdown has



ended. The office will be in touch with classrooms for further information from the instigator and attendance reports for each classroom in turn. They will alert emergency services and maintain contact with them throughout the lockdown.

Lockdown may progress to an evacuation, signalled by the fire alarm, during which the fire evacuation procedures should be followed. Once the lockdown is over, the headteacher or proprietor will inform staff with the agreed phrase using the radio system and all children should return to their form classroom for a de-brief.

### **Parental communication**

In the event of either lockdown procedure at St Martin's, parents will be notified as soon as is practicable and kept updated with accurate information as advised by the emergency services. Parents are asked not to contact or come to the school as it may tie up communication with emergency services or add to potential danger. No children will be released to parents until lockdown has ended and no-one will be allowed in or out of the building.

**Written by: Justine Shannon**  
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