



St Matthew's Catholic Primary School

Lock Down Policy and Procedure

Approved by:

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Lock Down Policy and Procedures

Rationale

As part of our Health & Safety and Safeguarding policies and procedures the school has a Lock Down 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 a serious security risk to the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) guidance

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.

Lock Down Arrangements

Staff will be notified of lock down procedures immediately taking place upon hearing:

- Bursts of air horns in hall, corridors, playgrounds
- Use Walkie Talkie to contact staff in the Demountable classrooms.

The Headteacher or Business Lead will alert staff outdoors in EYFS / KS1 / KS2.

An emergency gas horn will be used by Headteacher or Business Lead to inform adults by stating:

"ATTENTION PARTIAL LOCK DOWN" x 1 prolonged blast

"ATTENTION FULL LOCK DOWN" x 3 long blasts



1. PARTIAL LOCK DOWN

Alert to staff: "Partial lock down"

In a partial lock down staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. Teaching and work can continue as usual.

This lock down may be due to a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be due to a warning being received regarding the risk of air pollution, etc.

Immediate action

All outside activity to cease immediately, pupils and staff return to the building.

The Headteacher will communicate verbally with staff who are outdoors in the EYFS / KS1 / KS2 playgrounds

The Business Lead will communicate via Walkie Talkie's to staff or visitors in the Demountable classrooms.

They must return to the main building immediately. Pupils in intervention areas must return to their registration class.

- All staff and pupils are to remain inside the building and all external doors and windows to be locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution, chemical, biological or radiological contaminants issue:
 - If air vents are open, they should be closed by the class teacher.
 - Air conditioning system should be turned off, if safe to do so.
 - Catering staff to close all vents in kitchen.
 - Staff should use anything at hand to seal up all cracks around doors and any vents into the room.
 - Staff must aim to minimise possible ingress of pollutants.
- Any staff / pupils on educational visits will be notified by the office not to return to school until instructed to do so. An alternative safe drop-off point will be considered.
- Staff should await further instructions from Headteacher / Deputy Headteacher / Business Lead.

A 'partial lock down' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency services will advise as to the best course of action in respect of the prevailing threat.



2. FULL LOCK DOWN

Alert to staff: "Full Lock Down"

This signifies an immediate threat to the school and may be an escalation of a partial lock down.

The aim of a full lock down is for the school and its rooms to appear empty.

Immediate action

The notification signals detailed above 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 offices, fob connecting doors and all outside doors/gates, where possible, to remain safe.

- Air horns (3 long blasts) will be sounded in KS1 and KS2 corridors as well as the hall and outside (KS1 & KS2) playgrounds.
- At the given signal:
 - Children remain in the room they are in, and are positioned away from any possible sightlines from external windows/doors
 - Staff will confirm outer door is locked, ensure windows are closed, blinds are pulled down, and turn off the lights, smartboards and computer monitors.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class teacher, e.g. children using toilets when alarm raised. If a class is in the hall, they are to make their way back to their classroom.
- If in the staffroom room, if time permits, go to nearest classroom, otherwise lock down where you are following same procedure, i.e. turn off lights, close blinds and lock door.
- In the school kitchen - ensure serving hatch is down, lights off and doors locked.
- If possible, staff should notify the office by phone if they have additional children, or all children are not accounted for.
- NO ONE SHOULD MOVE AROUND THE SCHOOL EXCEPT WHERE THERE IS AN IMMEDIATE RISK OF LOSS OF LIFE, e.g. fire.
- Staff to support children in keeping them calm and quiet.
- Any staff / pupils on educational visits will be notified by office staff not to return to school until instructed to do so. An alternative safe drop-off point will be considered.
- Staff to remain in lockdown positions until informed by Headteacher / Deputy Headteacher / Business Lead, that there is an all clear.
- As soon as possible after the lock down, teachers must return to their base classroom and conduct a roll call – office to be notified immediately if any pupil is not accounted for.
- Where the threat does not initially come through the office, the member of staff triggering the alert should inform the office using the notification signal:
"ATTENTION: Full lock down / partial lock down"



Staff Roles

- 1) Air horns to be sounded in the KS1 and KS2 corridors, the KS1 and KS2 playgrounds, hall and kitchen by the Headteacher or Business Lead.
- 2) Office staff ensure that their office(s) are locked and police called if necessary.
- 3) The Headteacher or Caretaker to lock the main door and school gates - provided it is safe to do so.
- 4) Individual teachers / HLTA's / TA's lock the classroom door(s) and windows. Nearest adult to check exit doors in KS2 / KS1 / EYFS and demountable classroom doors are locked. All blinds to be pulled down, lights on computers / smartboards to be switched off.
- 5) Staff in staffroom / offices to lock down in these rooms.
- 6) Catering staff to ensure kitchen doors are locked, shutter down and lights are turned off.
- 7) If a lockdown occurs over the lunchtime period, supervisory staff to assist in getting pupils into the school building and are to remain indoors, following the above procedures.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

School will inform the Local Authority and BCCET trust head office. ST Health & Safety Officer, Stephen Bell (0191 424 6186 / 07833236694).

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 – email messaging service.

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 lockdown.** 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 collected.

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



Lock Down Drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place, and staff will be debriefed so improvements can be made if necessary.

Review

This policy and procedure will be reviewed annually as part of the Emergency Fire & Evacuation Plan and Health & Safety Policy.