



St Walburga's Catholic Primary School – Security lockdown procedure

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, Ensure all exits are secured	Use Teams or walkie talkies
Deputy headteacher	Escort visitors to agreed safe place.	Use Teams or walkie talkies
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	Use Teams or walkie talkies
Office manager/ School Business Manager	Maintain contact with emergency services Communicate with parents/carers	Use Teams or walkie talkies
Site manager	Ensure all access points are maintained Ensure alert system is maintained and tested regularly	Use Teams or walkie talkies

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Dedicated 'lockdown' alarm	Pop up on Teams

Security lockdown plan

Our safe assembly points	Response to most threats would involve the children returning to and staying in their classroom. Visitors working in the corridors or communal areas should be escorted to the staff room. In some cases, depending on the type of threat, it may be appropriate to shelter in the school hall – this would be communicated over Teams.
Secure entrance and exit points	Class teachers should close any doors and windows in their classrooms immediately. Headteacher to ensure other main entrance and exit points are secure.
Bring pupils inside	If a situation arises while children are outside on the playground, the adults outside with them will direct them to enter the school building and return to their classrooms immediately, without lining up first. Staff will call a register to ensure that all pupils are present. In the event that a child is missing, staff will advise Headteacher and Office manager immediately, using Teams and Walkie Talkie as appropriate.
Steps to increase protection	• Lock and screen doors • 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) • Cover windows (close blinds) and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Teams should be used during a lockdown to communicate with other staff. If this is not possible, use Walkie talkie or text. Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.

Communication with parents/carers during a lockdown	Office Manager will contact parents to advise that we are in a lockdown, and ask that they do not contact 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	Children with additional needs should be supported and accompanied by a Teaching Assistant or the class teacher.
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.	Name: Queens Park Academy Type of venue: School
Security lockdown drills	Security lockdown drills will take place on a termly basis.

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		
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		