



ST ALBAN'S CATHOLIC PRE SCHOOL

Lockdown Procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signals	
Partial lockdown	Verbal from senior management, whistle for children outside
Full lockdown	Three successive rings of the school bell or whistle or bell
End of lockdown	Verbal from senior management/emergency services

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms. Children in hall must return to classroom, or nearest safe classroom depending on circumstances.
Entrance points (e.g. doors, windows) which should be secured.	External doors Fire doors Internal doors All windows

Communication arrangements	Mobile phones and email
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site – the children should be taken to the
	leisure centre in these circumstances.

Steps to be taken during Lockdown	Responsibility
1. Ensure all pupils are inside the school building unless the fire alarm (constant bell) has also been signalled indicating the need for building evacuation.	If the fire alarm is signalled then Class teachers follow the usual fire drill procedure. If three successive rings of the school bell are signalled then the lockdown procedure should be followed.
2. Lock/secure entrance points (doors/windows)	Class teachers in classroom Headteacher/office staff for rest of building
3. Dial 999 – Report incident and request relevant emergency services. If in doubt, request all emergency services. 4. Phone Reception EXT 203 – instruct to undertake lockdown procedure. 5. Phone Preschool EXT 204 or 431929 – instruct Preschool to undertake lockdown procedure.	Site Manager to remain in front office with windows secure and blinds drawn to admit emergency services via electric gate. Office staff to check all exterior doors are secure and office windows are locked. Senior Management and Office staff to wait in staffroom.
8. Ensure people take action to increase protection from attack: Block access points with furniture Sit on floor under tables or against a wall Keep out of sight Draw curtains/blinds Turn off lights Stay away from windows/doors	Class teachers and TAs in classroom Middays and Kitchen staff in staffroom Visitors in nearest classroom or staffroom Headteacher/office staff for rest of building Preschool to undertake their lockdown procedure (attached).
9. Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	Class teachers and TAs in classroom Middays and Kitchen staff in staffroom. Visitors in nearest classroom Headteacher/office staff for rest of building
10. Check mobile phone for messages and access school email account if possible	All staff
11. Do roll call using laminated registers.	Class teachers

12. Inform Headteacher/Office staff via mobile phone of any missing/injured children/staff/visitors.	Class teachers
13. Check for missing/injured pupils, staff and visitors	Headteacher/office staff
14. Remain inside classroom until an all clear has been given by senior management, or unless the fire alarm sounds, or you are told to evacuate by emergency services	All staff

- Staff will be alerted to the activation of the plan through the recognised signal, audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will line up in classes on the playground.
- Those inside the school should remain in their classrooms. Pre School to remain in their own building and follow their own procedure.
- All external doors, windows and internal doors are locked
- Once in lockdown mode, staff should notify the head or office immediately of any pupils not accounted for via their mobile phone
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify the Diocese and Local Authority
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and the 'evacuation of building procedure' will be followed
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils should also be aware of the plan but in relation to the types of incidents listed above rather than referring to a terrorist attack, which may increase anxiety of some children. (Regular practices will increase their familiarity).

Partial Lockdown

Verbal alert to staff: 'Partial lockdown' and/or ringing of hand bell where children outside
This may be as a result of 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 as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils, staff and visitors to return to building
- All staff, pupils and visitors remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services where appropriate. This will then be communicated to staff and pupils

- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: Three successive rings of the school bell

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. **Immediate action:**

- All staff, pupils and visitors return to classroom
- External doors and internal doors locked
- Windows locked, blinds drawn, pupils sit quietly under desks (with reminder about risk of banging heads). Reception Class pupils to sit on carpet area and teachers to enclose the space with the moveable furniture.
- Register taken/head count – the office/head will contact each teacher by mobile or email to check all pupils have been accounted for
- Staff, pupils and visitors remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound as a cue to evacuate the building
- During the lockdown, staff will keep agreed lines of communication open, via mobiles and email, but will not make unnecessary calls as this could delay more important communication

Communication between parents and the school

- School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website
- In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable
- Parents should be given enough information about what will happen so that they:
- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- **Do not need to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from
- Parents will be told

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

- It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be

cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

- Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

St Albans Pre School Procedure

- Phone will ring
- Person that answers the phone to blow the whistle
- One member of staff gathers children to sit on the carpet
- 2 members of staff check the building, lock all doors and windows and close blinds
- A register (self registration/register) is taken with the children seated on the carpet
- Furniture placed around the carpet to add protection to the children.
- All children remain on the carpet until a message is received to let staff know the incident is over.

This policy was adopted by	<u>St Albans Pre School</u>	<i>(name of provider)</i>
On	<u>23 January 2026</u>	<i>(date)</i>
Date to be reviewed	<u>23 January 2027</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	