

**St David's High
School
Reviewed October
2025**

Lockdown Policy



Full Lockdown and Partial 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, learners, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners and staff. This may also include where there is a need to restrict the movement of learners around the school environment.

If a staff member is party to an incident / situation that they feel warrants a lockdown they must contact the main office, and provide as much information as possible. This will then be referred to the Headteacher (or deputy in their absence) who will take the decision to implement lockdown procedures.

Upon hearing the alert for a lock down the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

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

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and learners in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to learners, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and learners; (please note this is extremely rare)

In the event of lock down the school bell will be rung **intermittently**, and the following message will be sent to all computers within the school:

THE SCHOOL IS NOW IN LOCKDOWN.

Please open your email account immediately to receive information and updates.

Please do not contact the main office or use the telephones, as we need to keep these channels of communication free.

We will use the school Comms systems and the school email system to share messages with parents and staff.

Private mobile phones to be switched on ready to receive or send text messages and instructions.

Notification of escalation or de-escalation of the situation will also be shared via these means, and the school bell will sound to advise the situation is now under control.

Full Lockdown:

- Learners remain in their classrooms.
- Learners outside return to nearest classroom.
- All staff who aren't teaching to make their way to the nearest office/classroom where have access to computer to receive instruction.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their learners.
- Entrance points should be secured e.g. doors and windows
- External doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows and blinds to be closed.

Communication:

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.

Notes

If someone is taken hostage then the school should seek to evacuate the rest of the site.

Partial Lockdown:

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 learners in the school. This would be where learners needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for learners to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

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

All staff and learners remain in building and external doors and windows locked.

Movement may be permitted within the school buildings dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different, once all staff and learners are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and learners.

'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 and need to revert to a full lockdown.

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.

During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.

Actions to be taken where possible to ensure that the incident does not re-occur.

Communication between parents and the school:

The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text, social media or via the school website with information regarding the effectiveness of the procedure.

In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable;

St David's High School is in a full/partial lockdown situation.

During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.'

Parents will be given enough information about what will happen/is happening or has happened 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 their safety.

Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;

Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.

Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;

Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).

Parents will be informed when the 'all clear' has been given.

Emergency Services

It is important to keep lines of communication open with outside agencies and the 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 Head teacher regarding the timing of communication to parents;

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 should be undertaken at least once a year. Depending on their age learners should also be aware of the plan.

Regular practices similar to Fire Evacuation Practices will increase their familiarity.