LOCKDOWN POLICY AND PROCEDURE

Date of Policy	July 2026
Next Review Date	July 2027
Key Staff	DSL, Head
Lead for Review	DSL, Head

This policy outlines preventions and procedures in the event of an intruder on site

Where there is a threat from either an intruder on the school grounds or within the vicinity of the school, the school instigates a lockdown procedure.

A recognisable signal that is distinguishable from the fire alarm/evacuation signal has been installed in areas across the school that sounds like an air horn.
Lockdown procedures should be practised every term so that staff and students are familiar with them.
Our lockdown preventions for the school are as follows:

Intruder on Site
The school operates a number of security systems as below:

1. **Perimeter security**: iron fencing with access control on gates.

2. **Building security**: with access controls on doors.

3. **In site security**: all staff wear security badges, visitor's wear a "Visitor Badge"
   Visitors cannot be left alone either with a child or by themselves at any time. Any unknown person is challenged by staff or if they do not feel safe to do this they report to one of the following staff, Headteacher, Deputy Headteacher.
   Manager who may then call the police or activate the lockdown procedure.

4. **Signing in system**
   All staff and visitors on site sign in daily, so the school has a log in the event of a fire alarm activation.
   All staff are responsible for their visitors at all times.

5. **Intruder alarm system**
   The school operates an intruder alarm system. The white boxes resembling the fire boxes can be seen across the school in corridors. These can be activated if there is an intruder on site. When the break glass is activated a sounder will start to indicate there is an intruder on site. All staff students/visitors will then follow the lockdown procedure below.

Lockdown Procedure

The procedure is as follows:

- Signal for commencing lockdown procedures (air horns continuous).
- College response team (SLT) will call for assistance – 999.
- Staff should ensure pupils are moved into classrooms or safe areas. Staff in classrooms closest to toilets must ensure they are swept for students.
- Lock doors (ensuring member of staff within the lockdown room), close windows and blinds.
- Keep students seated away from windows and doors. There may be circumstances when it is best to sit on the floor. Explain to the students that this is an emergency procedure that is being practised.
- No one should be allowed out of the classroom or safe area during lockdown procedures.
- Where students need access to a classroom after doors have been locked, they should use "Tom Cat" for admittance.
- Students should, where possible, be engaged in a quiet activity or game and should be kept calm.
- The need to communicate with teachers in classrooms will be considered using teams ideally or classroom phones or other means of technical communication (e.g. email, internet, mobile phones) – if it is safe to do so.
- If students are outside when the signal for lockdown is given, teachers and supervisors should consider taking them into the nearest class or area that can be secured. If this is not possible, pupils may be asked to hide, disperse or take cover if this will ensure their safety.
- At this point the Schools Incident Response Team will consider the danger and decide what to do next.
- Once the all-clear has been established, the air horns will be turned off and members of the SLT will knock on classroom doors identifying themselves, giving the password "Tom Cat". The schools internal phone system can also send a message out to all phones stating the lockdown is now over.
- At the end of the lockdown, the fire alarm will be sounded. Students and staff should evacuate following the normal fire procedure. A roll call will then be taken, as per the usual fire alarm process.

The air horns can be triggered by any member of staff/student who witnesses an intruder and the potential danger; therefore, all members of staff will be responsible for the health and safety of the students. The white boxes that resemble the fire alarm boxes trigger the Intruder alarm are situated in the following locations across the school:

- Main School Reception Office
- Inside the HUB by entrance Double Doors
- Ground Floor near Female Toilets
- Ground Floor corridor towards the common room
- First Floor next to Lift, Second Floor Lift, Third Floor Lift
- Lower Ground Floor Next to Science Prep Room
- First Floor between Classrooms 101-102
- Second Floor between Classrooms 201-202