



St Mary's Catholic Primary School

Lockdown Policy 2025-2026

Plan

Staff responsibilities

Head teacher

Laura Concannon

Other staff members

- *Teachers and support staff: stay with pupils, evacuating them following procedures.*
- *1:1 support workers to prioritize the safety of their assigned pupils.*
- *Deputy Safe Guarding Lead: Mrs Vale*

Signals

Lockdown signal(s)

- *'Lockdown call to Farmers 07- Adult to pass message on to each class.*
- *Internal message systems- A phone call placed to Alert Farmers class.*
- *Word of mouth*
- *Phone call to the Police by Office staff in locked area.*

All clear signal

- *Separate dedicated 'lockdown' alarm tone*
- *Internal phone system.*
- *Word of Mouth.*

Evacuation signal

Make sure people know this in case you need to evacuate the school.

Lockdown

Assembly points

Farmers Class for full lock in.

Entrance and exit points

Fob entrance secure doors. Lock Farmers once all children are secured within.

Bringing pupils inside

All children to file into Farmers, class registers to be taken with staff. Head teacher to remain at the front of the school securing intruders in holding area.

<p><i>Steps to increase protection from danger</i></p>	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Lock classroom doors. All gates will be secure.</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors off</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned</i>
<p><i>Internal communication</i></p> <p><i>Communication with parents</i></p> <p><i>Additional notes</i></p>	<p><i>Communicate with the phone in Farmers.</i></p> <p><i>Emails will be sent to parents. Phone calls will be made when it is safe to do so.</i></p>

<i>Step</i>	<i>Check</i>	<i>Time</i>	<i>Signed</i>
<i>Use signal to initiate lockdown</i>			
<i>Ensure pupils are inside</i>			
<i>Secure entrance points</i>			
<i>Contact emergency services</i>			
<i>Ensure staff take action to increase protection from danger [you could list specific actions that you will take in your school here, such as turning off lights and locking internal doors]</i>			
<i>Make sure pupils and staff are aware of exit points</i>			
<i>If safe, check for missing pupils or staff</i>			
<i>Remain inside until all clear has been given or told to evacuate</i>			
