

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Emergency Lockdown Policy

Approved by Resources Committee:	November 2025
Reviewed by Full Governing Body:	December 2025
Next Review Date:	November 2026

Contents

- 1. Guidance on creating lockdown procedures**
- 2. St Cuthbert Mayne School Lockdown Arrangements**
- 3. Partial Lockdown**
- 4. Full Lockdown**
- 5. Communication with Parents and Carers**
- 6. Emergency Services**
- 7. Training of staff**
- 8. Appendix 1 - Stay Safe**

ST CUTHBERT MAYNE SCHOOL LOCKDOWN PROCEDURES

Guidance on creating lockdown procedures

All schools should consider the need for robust and tested school lockdown procedures. 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, staff and visitors. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

It is not possible to prescribe generic details of a school's lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified, for example:

- Access to school bell controls to raise an alarm in an emergency.
- Other means of internal communications - messenger, two-way radios, mobile phone, internal email, texts, etc.
- School site plan including the layout of buildings and their proximity to one another.
- Age of students.
- Any disabilities of the students involved.
- Geographical location – urban/rural, presence of secure perimeter fence.

Nonetheless, many schools have found it helpful to incorporate the following basic principles in their plans:

- A member of staff is nominated as lockdown manager (plus deputies in their absence) to initiate, manage and conclude the lockdown. They will also communicate with emergency services. Their roles and responsibilities should be documented.
- Staff are alerted to the activation of the plan by a recognised signal, which should be audible throughout the school.
- The use of the fire alarm should be avoided to reduce the incorrect response to an incident.
- Pupils/staff who are outside of the school buildings are brought inside as quickly as possible.

- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- All external doors and, as necessary, windows are locked.
- Depending on the circumstances, internal classroom doors may also need to be locked.
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode staff should notify the administrative office immediately of any pupils not accounted for and any additional pupils/staff in their classroom, via the agreed communication channel and instigate an immediate search for any missing pupils.
- Staff should encourage pupils to keep calm.
- The school should establish communication with the Emergency Services as soon as possible where this is deemed appropriate.
- Torbay Council should be notified as soon as possible on 01803 550405.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded. (NB: This alarm should be different to the lockdown alarm.)
- Staff should then await further instructions.
- Ensure procedures are in place for members of staff who do not have a regular office or classroom.
- Ensure visitors/volunteers/peripatetic staff are included in your school lockdown plan.
- Establish an official lockdown termination announcement/signal so that all staff know that it is authentic.
- Specific arrangements should be made for pupils/staff with different needs (i.e. hearing/visual impairment or mobility needs).
- Areas in the school that cannot be effectively locked down should be identified and the lockdown procedures should include instructions on removing staff and pupils from these areas to a place of safety (i.e. toilets/outbuildings).
- Establish agreed methods of communication from staff to the lockdown manager should a dangerous intruder be located on the school premises.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Dependent upon their age, pupils should also be aware of the plan and regular practices will increase their familiarity. Parents should also be made aware that the school has a lockdown plan and that it will be regularly tested. It is not advisable to circulate the actual plan as if copies fell into the wrong hands it could render the plan ineffective.

It would also be good practice to:

- Conduct a number of table top exercises with the senior leadership team to test the procedures against a variety of scenarios.

- Rehearse lockdown arrangements with all staff and pupils.
- Display lockdown drill information in every classroom alongside information relating to fire drills.

St Cuthbert Mayne School Lockdown Arrangements

This procedure is based on NaCTSO (National Counter Terrorism Security Office) guidance.

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 students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff and visitors. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic 'stay safe' principles of the RUN>HIDE>TELL must be followed.

In the event of the need for a dynamic lockdown (i.e. in response to a fast moving incident such as a firearms or weapons attack, either directly on site or in the vicinity) the school will wish to quickly restrict access and egress to the site or buildings through physical measures in response to a threat, either external or internal. The aim of the lockdown is to prevent people moving into danger areas and preventing or frustrating any attackers accessing our site.

This policy includes:

- How to achieve effective full or partial lockdown
- How to let people know what is happening
- Training staff
- STAY SAFE principles – "Stay Safe" is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the messages of RUN>HIDE>TELL - see appendix 1.

Note: The use of the fire alarm to alert people to a lockdown scenario will be avoided to reduce the chance of an incorrect response to an incident.

The Headteacher is nominated as the Lockdown Manager (in his absence this duty will fall to the Deputy Headteacher) and will initiate, manage and conclude the lockdown and communicate with emergency services.

St Cuthbert Mayne School has two types of lockdown; 'partial' and 'full'

1. Partial Lockdown

Alert to staff: "Partial lockdown" the alarm will be raised by using the password '**Code Zero**'. Messengers will visit all parts of the school and advise the teacher in charge and those in offices of the password followed by an instruction e.g. "partial Lockdown, stay in your room until further notice"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and learning can continue as usual.

Immediate actions:

- All outside activity to cease immediately with students and staff returning indoors. (NB: There will need to be a means of communicating the alert to staff and students at break times.)
- All students and staff to remain indoors and external doors and windows should be locked.
- Free movement may be permitted within the building, dependent upon the circumstances.
- In the event of air pollution air vents should be closed where this is possible, as an additional precaution.
- Use anything to hand to seal up all the cracks around doors and any vents into the room to minimise possible ingress of pollutants.
- Staff should await further instructions.
- Torbay Council should be notified as soon as possible on 01803 550405.
- If necessary, parents should be notified as soon as it is practicable to do so via the school communication systems i.e. email, text ,website

All situations are different; once all students and staff are safely indoors, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services who will advise as to the best course of action in respect of the prevailing threat.

"Partial lockdown" should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

An official lockdown termination announcement/signal will be made so that all staff know that it is authentic. This will be by way of messenger using the password **Code Zero**

accompanied with a message stating that partial lockdown has ended and to check email message from Headteacher.

2. Full Lockdown

Alert to staff: “Full lockdown” the alarm will be raised by way of sounding the **class bell system on an intermittent basis x 20 times**.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate actions:

- All pupils and staff should stay in their classroom or move to the nearest classroom or safe secure space.
- Office staff should remain in their offices or move to the nearest safe secure space.
- External doors are not to be locked.
- Classroom doors should be locked if a member of staff with a key is present. If no key is available, the door should be blocked with an object.
- Windows should be locked and blinds drawn (where present).
- Pupils and staff should sit quietly out of sight (e.g. under desks or around a corner), in a location that offers protection from potential threats.
- Lights, smartboards, and computer monitors should be turned off (if it can be done safely).
- Mobile phones should be placed on silent.
- Classroom based staff should reassure students.
- Staff should await further instructions via email from the Headteacher.
- Only after the lockdown has ended should a register be taken of all pupils and staff in each room or office.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff by way of an official lockdown termination announcement/signal or the Emergency Services.

The termination signal is again the sounding the class bell system on an intermittent basis x 20 times. N.B. At any point during the lockdown if the fire alarm should sound **DO NOT** evacuate the building (this could be an intruder setting off the fire alarm). All staff to then check staff email from Headteacher for further instruction.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

Examples of discreet communication channels might be:

- Staff have access to an internal email system and this can be used to access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.

- School Comms system could be used by placing staff into a defined user group which could then be used to communicate instructions via text message in an emergency.

Communication with Parents and Carers

Arrangements for communicating the schools lockdown procedures with parents and carers should be routinely shared via newsletter and/or the school website.

In the event of an actual lockdown the school will communicate to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers will 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 their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.
- are aware of what will happen if the lockdown continues beyond school hours.

The school will reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However in these circumstances the school will also reinforce the message **"...the school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out..."**

Should parents present themselves at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

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 dependent upon 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.

In the event of a prolonged lockdown or more severe scenario, emergency services and the Local Authority will work together to co-ordinate practical and emotional support to those affected by any emergency. A reception centre for friends and family could be set-up outside of the cordoned area.

Training of staff

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. To achieve this, a lockdown drill should be undertaken at least once a year and:

- Train all staff using the principles of “Stay Safe” (appendix 1)
- Ensure people know what is expected of them, their roles and responsibilities
- Rehearse lockdown arrangements with all staff and students.
- Conduct a number of table top exercises with the SLT to test the procedures against a variety of scenarios.
- Regularly refresh training.
- Display lockdown drill information in every classroom alongside information relating to fire drills.

Appendix 1

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.