



**St Edward's Catholic First School**  
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## **St Edward's Catholic First School**

### **Lockdown Guidance and Procedures Policy**

There are a wide variety of scenarios which may trigger the school lock down procedures. Some examples may include:

- 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 or toxic cloud etc
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animal

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators and all staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

### **Lockdown**

#### **Full Lockdown:**

This signifies an immediate threat to the school. There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and only in response to changing circumstances or advice from the SLT or appropriate authorities.

Once the HT/SLT has decided to instigate a full lockdown, the HT/SLT or office staff will:

- Activate the Lockdown alarm. The activation alarm is situated in the Headteacher office and will be set off manually.
- Lock the main gate entrance to the schools
- Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process.
- Contact the relevant Emergency Services (probably Police)
- Contact the Local Authority, RBWM, via the appropriate numbers; Crisis Management Team (CMT) 01753 853517 and Psychology & Wellbeing Team 01628 796688

- If necessary, parents should be notified as soon as it is practicable to do so via e-mail and Bluesky; however, parents are not permitted to collect their children during a lock down procedure.
- Site Manager and HT will walk through the school and ensure that all external doors are closed those that can be, will be locked e.g. door into shared block. The main entrance into the school will also be locked.

### **Staff & Pupil Procedure**

- Staff are alerted to the activation of the plan by an audible signal – a one tone alarm – across the school
- Pupils who are outside the school building should be brought inside as quickly as possible – those on the school field should initially take refuge in the main hall and remain there until instructed to leave. The office should be informed which class/staff are in the hall and not in their classroom.
- Those inside the school should remain/return to their classrooms
  - All external doors and, as necessary, windows are locked. Depending on the circumstances, internal classroom doors may also need to be locked
- All blinds should be closed.
- If in the ICT suite, staff should initiate the above and also lock both sets of doors to the corridor outside the suite.
- Once in lockdown mode, staff should notify the office by telephone immediately of any pupils not accounted for and instigate an immediate search for any missing child or personnel
- Staff should encourage the pupils to keep calm
- If it becomes necessary to evacuate the building, the fire alarm will be sounded and fire evacuation procedures followed accordingly
- Pupils should sit together, quietly and out of sight as much as possible
- Each teacher/responsible adult will conduct a head count of the children in their class. If this suggests that not all children are accounted for, a register should be taken and the office alerted to the name of the missing child/children and their last known whereabouts.
- Call through to the office **ONLY IF A CHILD IS MISSING**. HT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is no apparent risk to that vicinity.
- Staff should avoid making unnecessary calls to the school office as this could delay more vital communication.
- The School should remain in full lockdown until it is lifted by a senior member of staff. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building in line with standard fire evacuation procedures.
- The lifting of full lockdown will be shared via e-mail or telephone system.
- **The lifting of Lockdown procedures can only be initiated by the SLT, the school office or the emergency services.**

## Communication Between Parents and the School

- School lockdown procedures will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.
- The office staff, once secure themselves and have instigated all other processes outlined above will send an e-mail stating
- ***“The school has gone into full lockdown. This is because.....Every effort is being taken to keep the children safe. During this period, the office phones and entrance to the school gates will be unmanned, external doors locked and nobody allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your child’.***
- This message will also be posted on the school website and a notification placed on Bluesky our handle is Stedwardsfirst.bsky.social
- 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.

<b>Reviewed:</b>	Headteacher	January 2025
<b>Approved:</b>	Resources	
<b>Ratified:</b>	Governing Board	
<b>Review frequency</b>	Biannually	