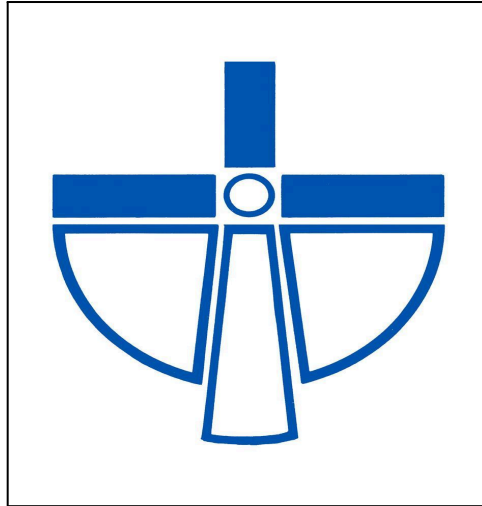


ST. MICHAEL'S CE SCHOOL



EMERGENCY LOCKDOWN POLICY & PROCEDURES

Non-Statutory Policy	
Reviewed By:	Gemma Jennings
Review Date:	Summer 2025
Sign Off	Angela Harris
Next Review Due	Summer 2026

ST. MICHAEL'S CE SCHOOL

EMERGENCY LOCKDOWN POLICY & PROCEDURES

Mission: *St. Michael's Church of England School, established upon Christian foundations and living out the Christian faith, is committed to providing every child with an excellent education.*

Vision: We serve our community through the values of humility, gentleness, and compassion, where every child can flourish academically, personally, and spiritually, guided by the wisdom and love of God.

Bible Verse: "...your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." **1 Peter 3:3-4 (NIV)**

Motto: *Working together for the Good of All*

School Values

Love - Serve - Grow

Rationale

At St. Michael's, we recognise the need for robust and tested emergency lockdown procedures. Lockdown is a proportionate and sensible response to any internal or external incident which may pose a threat to staff, pupils, or visitors. These procedures aim to ensure safety and security while minimising disruption to learning.

Education settings are not advised to initiate a lockdown unless it is actively **recommended by the police**, or we are satisfied that it is **a proportionate response to an immediate physical threat on-site**.

This policy has been created in line with the DfE Protective Security and Preparedness for Education Settings (April 2025) guidance and will be reviewed annually, or sooner if required.

1. Types of Lockdown and Triggers

Full Lockdown

Definition: Immediate threat to life/safety on-site.

Procedures:

- All internal and external doors are locked.
- Staff and pupils remain out of sight, quiet, and secure.
- Lights off, blinds drawn, electronic devices silenced.
- Await instructions from Headteacher/emergency services.

Example Scenarios:

- Armed intruder on site.
- Violent incident inside/adjacent to school.
- Confirmed terrorist threat.
- Police direction following an active incident.

Partial Lockdown

Definition: Potential threat nearby; caution required.

Procedures:

- All external doors are locked.
- Movement allowed inside with supervision.
- No access to outdoor areas.
- Normal activities continue indoors.

Example Scenarios:

- Dangerous dog roaming near the school.
- Nearby civil disturbance.
- Localised gas leak or smoke plume.

Invacuation

Definition: External concern; ensure all are indoors.

Procedures:

- Bring all pupils, staff, and visitors indoors immediately.
- External gates locked; building access restricted.
- Continue activities indoors with awareness.

Example Scenarios:

- Sudden weather changes (lightning, high winds).
- Suspicious activity or persons nearby.

Summary Table

Type	Threat Level	Movement Allowed	Doors Locked	Activity Level	Example
Full Lockdown	Direct, immediate	✗ No	✓ All	🛑 Stop all activity	Armed intruder on site
Partial Lockdown	Potential, external	✓ Some (indoors)	✓ External	⚠ Continue indoors	Dangerous dog in area
Invacuation	Low, external	✓ Yes	✓ Site gates	🔄 Normal (indoors)	Sudden weather change

2. Notification of Lockdown

- Staff are alerted by the emergency lockdown bell (distinct tune via internal system).
- All-clear: Second sounding of the emergency bell, followed by verbal confirmation via classroom telephones.

3. CLOSE Procedure (to be followed during Full/Partial Lockdown)

- Close all doors and windows
- Lock up
- Out of sight
- Stay silent
- Endure – remain until advised it's safe

4. School-Specific Procedures at St. Michael's

- Children outside are ushered indoors immediately.
- Windows/doors locked; blinds closed; lights off.
- Pupils out of sight; calm and quiet.
- Staff turn off Smart Boards and silence mobile phones.
- Headcounts are taken; visitors and contractors are included.
- Office emailed using laptop or mobile phone at info@stmichaels.wandsworth.sch.uk with headcounts, additional children/adults in classes/rooms.

5. Responsibilities

- **Office Staff:** Contact emergency services - dial 999; assist with internal communications, check off headcounts.
- **SLT & Designated Staff:** Secure access points; account for pupils/staff/visitors.
- **Teachers/TAs:** Lock classroom, calm children, complete headcounts - communicate via email to the office.

6. Communication

- Parents informed via ParentMail/text/email.
- Parents instructed:
 - Not to call the school.
 - Not to come to the school.
 - Wait for official communication.

7. Emergency Lockdown Drills

- To occur at least twice a year, with staff and pupils debriefed after each.
- Drill results are recorded and used to improve future procedures.

8. Inclusion

- SEND Considerations: PEEPs created and reviewed for those requiring support.
- Accessible Communication: Visual symbols and simplified instructions available.

9. Post-Incident Support

- Staff and pupils offered counselling if affected.
- SLT to evaluate response effectiveness and update procedures accordingly.

Linked policies: Child Protection & Safeguarding, Health & Safety, First Aid