



St. Illtyd's Catholic High School
Lockdown procedure Policy
July 2024

Role	Name(s)
Head of Centre	David B Thomas
SLT Lead	David B Thomas
Date adopted by Governing Body	12 th July 2024
Review date	July 2025

Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils at St Illtyd's Catholic High School. We use the following ACT website to inform pupils how to keep safe.

(<https://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx>)

These links are used to help pupils understand the three basic principles of keeping safe in a lockdown situation, particularly if they are outside the main buildings at the time:

Run - Hide - Tell.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and pupils)
- an intruder on the school site (with the potential to pose a risk to staff and pupils)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of our school site
- the close proximity of a dangerous dog roaming loose.

It is of vital importance that the lockdown procedures are familiar to all members of the senior leadership team, the site team, administrators, teaching staff and non-teaching staff.

To achieve this, a lockdown drill is undertaken at least once a year.

Radio system information

St Illtyd's Catholic High School has purchased Walkie Talkies for all members of the Senior Leadership Team (SLT), Wellbeing team, office staff and staff on duty.

- Key staff who have a radio should always have it set to channel 12. and have it on their possession at all times.

Staff who have radios		
David Thomas	Pete Hill	Ruth Fry
Paul Moriarty	Adam Fleet	Alex Briscoombe
Debbie Chard	Ieuan Price	Emma Love
Dawn Jenkins	Laurie Hobbs	Rebecca Kaye
Ian Smith	Victoria Jordan	Reanne Chapman
Maree John	Kevin Green	Lynne Macintosh
Julie Collins	Wendy Shanahan	Samantha Bartlett
Chris Cobbald	Reception	On Call
Mike Fleming		

Lockdown Procedure

Emergency Lockdown Leader	D B Thomas
Back-up Emergency Lockdown Leaders	D Chard, P Moriarty
Lockdown Team	I Smith, D Jenkins, M John
Premises Team	J Collins, P Hill

Perimeter Lockdown – Lockdown 1

- School gates to remain or be closed.
- If pupils are outside on the sports fields, an airhorn will be blown three times and pupils will be escorted back to their designated changing rooms or timetabled next lesson if it is during break 1 or break 2.
- External doors are to be locked.
- Lessons are to continue as normal.
- DBT to initiate the ‘all clear’ over the radio, email and in person as directed by emergency services.

Whole school Lockdown – Lockdown 2

In the event of an emergency:

- Emergency Services to be notified immediately by D B Thomas/D Chard/P Moriarty
- Headteacher (or Deputy Headteacher in their absence) will co-ordinate lockdown from Reception by informing staff over the radio and in person that it is code **RED**.
- **Nobody else** is to use the radio once this has been announced.

Staff Member	Role	Area to notify
David Thomas	Headteacher	CL
Paul Moriarty	Deputy Headteacher	AU
Debbie Chard	Deputy Headteacher	BU
Dawn Jenkins	Assistant Headteacher	BL
Ian Smith	Assistant Headteacher	CU
Maree John	Assistant Headteacher	AL
Julie Collins	Business Manager	Estates Staff and Cleaners
Peter Hill	Premises Manager	Kitchen & contractors

- If pupils are outside on the sports fields, an airhorn will be blown three times and pupils will be escorted back to the designated changing rooms.

- SLT and Premises team to check the outside doors in their area are locked and shutters are down and locked. This is to be communicated to the lockdown leader (D B Thomas).
- All staff, teaching and non-teaching, who are not with a class should stay where they are, if it is safe to do so. Doors are to be locked where possible to ensure rooms maintain safety. If it is not safe to do so, make your way to the nearest safe area which will either be a classroom or office.
- Premises team will manage contractors, if on site and escort them to the nearest place of safety, if required. Contractors will be informed of procedures when first on site.
- Visitors are to remain in rooms or lockable waiting areas.
- If pupils are in class, doors are to be locked where possible and curtains and blinds drawn, windows closed and air conditioning switched off.
- Pupils are to be instructed to remain as quiet as possible and not to use their mobile phones for any communication at all
- Lesson registers are to be used for Roll Call. If a pupil seeks refuge in a classroom other than their timetabled classroom, the class teacher should inform the office via the on call email, (which is oncall@stilltyds.co.uk), immediately.
- Radio and email will be the means of communication during the lockdown period. Staff should use laptops for email access. Staff should recognise that mobile phone reception is often not reliable.
- All-clear will be communicated via the radio system by DBT, email and in person by the Lockdown team giving clear instructions of next steps.
- Any lessons held outside of the building, Lockdown team will communicate with the staff member for the event and ask them not to return to school. This will be done continuously until the staff member has answered and confirms that they understand.
- Should a lockdown be at break or lunchtime, all pupils will be told to move into the building and directed to registration classes. The Air horn will also be sounded three times.

In Summary: -

- Code **RED** announced.
- If possible lock your doors, close shutters and blinds (if possible).
- Instruct pupils to be silent. Take the register on classcharts.

- Email the office the names of any pupils you have with you who are **not** on your register via the oncall email, oncall@stilltyds.co.uk
- Do not leave the room until told to do so.

Role of Designated Lockdown Leader and Team

- DBT to undertake a dynamic risk assessment and co-ordinate lockdown.

Staff Member	Responsibility	
David Thomas	Notify their area	Lock Shutter Doors
Paul Moriarty	Notify their area	Sound Airhorn
Debbie Chard	Notify their area	Monitor CCTV
Dawn Jenkins	Notify their area	Support in Office
Ian Smith	Notify their area	Lock Shutter Doors
Maree John	Notify their area	Lock Shutter Doors
Julie Collins	Notify their area	Support in office
Peter Hill	Notify their area	Lock Shutter Doors
Office	Gather data	Monitor CCTV

- Nobody is to move around the school unless it is safe to do so.
- DBT and PM sound alert signal via the radio system in person and by airhorn.
- DBT contact emergency services/external agencies including local authority – access to school – Office/Reception
- Class teachers to communicate with office a list of names of out-of-class children. Office to communicate with Leader and emergency services on arrival.
- Office staff to check roll call information to establish all pupils are accounted for – Class charts and on call email.
- DBT to gather information via email from each designated area and liaise with all staff
- DBT to ensure accurate records are taken of all actions in an incident log which is kept by the Headteacher. Record the incident log as required in the Business Continuity Plan.
- DBT to initiate the ‘all clear’ over the radio, email and in person as directed by emergency services
- DBT to lead the debrief with all parties. Office to inform all parents/carers by Parentmail and classcharts.

- Incident report to be completed.

First Aid equipment

- First aid equipment is located in the school office, and Science lab.
- Heavy duty gauge, bandages alongside standard first aid equipment is kept in all locations.
- A defibrillator is accessible at the front of reception where the code is kept.

Information for Parents (shared on website)

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information below.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as it is practical and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned; anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its pupils and dealing with the immediate situation.

However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible, time frames so that they:

- Are reassured that the school understands their concern for their son/daughter's welfare, and that it is doing everything possible to ensure their safety
- Do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school as this could interfere with the access of emergency services to the site and may put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from. School emergency codes will not be shared with the public to ensure systems and processes are not jeopardised.

It must also be stressed that at this time that the school is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice.

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 the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Headteacher with regard to communications to parents.