



St Augustine of Canterbury Catholic Academy Lockdown Policy

'Excellence for All'



St Joseph
Catholic Multi Academy Trust

Reviewed:	SEPTEMBER 2023
Next Review Date:	SEPTEMBER 2024
Governor Approval:	24 th October 2023
Signed:	C Murphy

Friendship and Forgiveness
Ambition and Adaptability
Integrity and Independence
Trust and Tolerance
Honesty and Humility

St Augustine of Canterbury Catholic Academy full lockdown procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	K. Rimmer	
Deputy incident control officer	K. Hewitt	
Communications officer	K. Rimmer	

Signals	
Full lockdown signal	Message via Audiebant
All-clear signal	Message via Audiebant
Evacuation signal	Message via Audiebant

Other arrangements		
Safe areas	School field	
Outdoor safe area	School field	
Evacuation point	Netball Courts	
Pre-arranged alternative place of safety if required to leave the site	Venue name	
	Venue type	
	Point of contact	
	Contact number	
Useful information about the alternative place of safety		
Communication arrangements	Via Arbor and edulink	

Full lockdown procedure
Initial implementation
The school is made aware of the incident that requires the full lockdown procedure to be implemented.
If a situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the G. Lynch or a member of the incident response team.
The G. Lynch makes the decision to implement the full lockdown procedure.
The full lockdown signal is given.
SLT/Office Manager uses Audiebant to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The K.Rimmer is contacted to ensure they are aware of the implementation of the full lockdown.
The G. Lynch contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Parents are informed via Arbor and Edulink that a full lockdown is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.
If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.
The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.
Staff escort pupils and visitors to the nearest safe area.
G. Lynch and K. Rimmer check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the G. Lynch or emergency services.
All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.
Lights in all safe areas are turned off.
Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via two-way radio, and an immediate search is instigated by the headteacher or delegated staff, where appropriate and safe to do so.
During the full lockdown
Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.
If possible, the G. Lynch or delegated staff will check for missing or injured pupils, staff or visitors.
Pupils and visitors are kept calm during the lockdown.
No pupil is released to their parents during the lockdown.
An automated answer machine message informs callers that a full lockdown procedure is in place.
The G. Lynch keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.
The G. Lynch or delegated staff sounds the evacuation signal if it is necessary to evacuate the building.
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.
The full lockdown only ends once the all-clear signal has been delivered.
Further action after the lockdown
Parents are informed of the incident via a written communication
SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.

