St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

St Anne's Catholic Primary School

Lockdown guidance and procedures

There are a wide variety of scenarios which may trigger a school's lock down procedure. 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 cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose or other dangerous animal

Key principles:

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school. This will be a continuous bell ringing between 10 and 30 seconds
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified via the appropriate number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; however, parents are not permitted to collect their children during a lock down procedure until/unless informed by the school.
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and non-teaching 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). Parents should know that the school has a lockdown plan, and a copy should be placed on the school's website. It is also good practice to:

- Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and pupils
- Display lockdown drill information in every classroom alongside information relating to fire drill

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.
When the long bell rings for 10-30 seconds staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone/mobile system and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

St Anne's Lockdown Arrangements

The school has two levels of Lockdown – **PARTIAL** and **FULL**.

Partial Lockdown: This may be a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.

Full Lockdown: This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

Partial Lockdown procedures:

Alert to staff: Once the HT has decided to instigate a partial lockdown, the office staff will:

1. Call all classrooms and state 'Partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them. Call the Site Manager to ensure that he is aware of the Partial Lockdown status.

2. Contact the Local Authority and Emergency Services (probably Police).

3. Send a short, internal email to all staff (staff@sta.bcwcat.co.uk) and a post a message to the staff WhatsApp group advising of the situation; all teachers during partial lockdown should be logged into their email system and / or have their mobile phone to hand as these will be discrete tools for circulating non-urgent information.

Immediate action:

- All outside activity to cease immediately; pupils and staff return to the main building closing doors behind them.
- A member of SLT will walk around the outside perimeter of the school and ensure that any staff and children working outside are alerted to the partial lockdown status.
- If it is break time, the school will firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, then a message via walkie-talkie will be issued for children and staff to come inside; Senior Staff will move quickly through the playground instructing all staff and children to move indoors.
- All staff and pupils remain in building and external doors and windows locked.
- Site Manager and HT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked.
- Free movement will be permitted within the building unless circumstances are such that this is not possible.

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from Local Authority and Emergency Services and changing circumstances.

- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

- School will remain in partial lockdown until it is lifted by a senior member of staff. The lifting of partial lockdown will be shared via the same communication process used to instigate the lockdown – Calls to the classrooms, internal email & WhatsApp message.

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

Full Lockdown procedures:

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

- Call all classrooms and state 'Full lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom for example teaching assistants. Office staff will share this calling process between them. Call the Site Manager to ensure that he is aware of the Full Lockdown status and assist with the locking process.

- Contact the Local Authority and Emergency Services (probably Police).

Immediate action:

- All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into another nearby room

- Site Manager and HT will walk through the school and ensure that all external doors are closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked. The main entrance into the school will also be locked.

- Classroom doors locked where this is possible. Classroom windows will be locked and blinds will be drawn.

- Pupils sit together, quietly and out of sight as much as possible. If the blinds do not cover all internal windows the children should sit under their tables away from the door.

- Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register. 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 not apparent risk to that vicinity.

- Staff should avoid making unnecessary calls to the central office as this could delay more vital communication.

- School remains in full lockdown until it is lifted by a senior member of staff. The lifting of

St Anne's Catholic Primary School and Nursery
A Voluntary Academy

North Street, Keighley, BD21 3AD
Tel/Fax: 01535 210600
Email: office@sta.bcwcat.co.uk

Headteacher: Mrs N Atkinson

full lockdown will be shared via the same long bell ring of 10-30 seconds.

- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, 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 a Text Message via Arbor 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 switchboard and entrances 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'.

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.

Policy Written November 2026
Review November 2027