

## POLICY

### POLICY TYPE

|                                                  |   |
|--------------------------------------------------|---|
| MAT Policy to adopted in full across all schools |   |
| LGC Policy to be reviewed and approved locally   | ✓ |



*"Share the Love of God,  
every day in everything  
we learn, do and say"*

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| Approval Date: | 2026/27 – AUTUMN TERM |
| Review Date:   | 2027/28 – AUTUMN TERM |

## ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL

### SECURITY AND LOCKDOWN POLICY

## **Mission**

With Christ at the centre, we strive for excellence, act with respect and serve our community.

This policy is underpinned by the school's mission and Catholic ethos. We are committed to providing a safe, secure and welcoming environment in which every pupil, member of staff and visitor is treated with dignity, respect and care.

The school recognises its responsibility to take sensible and proportionate measures to protect pupils, staff and visitors from security-related risks while maintaining an open and welcoming school community. This policy is informed by the Department for Education's School and College Security guidance, updated July 2026, and reflects the school's own risk assessment and local circumstances.<sup>1</sup>

## **Purpose**

This policy sets out the school's arrangements for preventing, preparing for and responding to security-related incidents.

The procedures are intended to:

- protect pupils, staff and visitors;
- provide a clear and proportionate response to security incidents;
- minimise the risk of harm;
- provide clear responsibilities and communication arrangements;
- support effective cooperation with emergency services and other relevant partners; and
- support recovery and learning following an incident.

The policy forms part of the school's wider arrangements for health and safety, safeguarding, emergency planning and business continuity.

The school will comply with current Department for Education guidance on school and college security and will maintain arrangements that are appropriate to the risks identified at the school.

## **2. Scope**

Security incidents may arise from internal or external circumstances.

Potential incidents may include:

- an unauthorised or threatening person on the school site;
- a serious incident or civil disturbance in the local community;
- a significant threat to the safety of pupils or staff;
- a dangerous person in the vicinity of the school;
- a significant environmental hazard affecting the school;
- a serious incident affecting the local area; or
- another security-related incident identified through the school's risk assessment.

The school recognises that not every incident requires a lockdown. The response will be proportionate to the circumstances and may include evacuation, sheltering, partial lockdown or full lockdown.

## **3. Risk Assessment and Security Planning**

The school will maintain a proportionate security risk assessment covering realistic internal and external risks.

The assessment will consider:

- the school site and buildings;

- entrances, exits, gates and boundaries;
- playgrounds and outdoor areas;
- visitors, contractors and deliveries;
- neighbouring premises and the surrounding community;
- educational visits and activities away from the school;
- pupils and staff who may require additional support;
- local security information and advice;
- emergency access arrangements; and
- other relevant risks identified by the school.

Security arrangements will be reviewed when circumstances change and following significant incidents or exercises.

The school will seek appropriate advice from the local authority, academy trust, police or other competent professionals where required.

#### **4. Responsibility**

The Headteacher has overall responsibility for the implementation of this policy.

The school will identify a competent person or persons with appropriate knowledge, training and experience to support health and safety and security arrangements.

Responsibilities will include:

- maintaining the school's security arrangements;
- reviewing relevant risk assessments;
- ensuring staff understand their responsibilities;
- liaising with relevant external agencies;
- ensuring emergency procedures are tested;
- reviewing incidents and exercises; and
- identifying improvements where necessary.

Security responsibilities will operate alongside the school's safeguarding arrangements.

#### **5. Prevention and Site Security**

The school will maintain sensible and proportionate measures to reduce security risks.

These may include:

- appropriate control of access to school buildings;
- secure external doors and gates;
- visitor signing-in procedures;
- visitor identification;
- appropriate supervision of visitors and contractors;
- staff identification where required;
- secure arrangements for deliveries;
- appropriate lighting and site maintenance; and
- procedures for responding to threatening or unauthorised persons.

Visitors should report to the school office or designated reception point and should not move around the school unaccompanied unless authorised to do so.

The school will maintain a welcoming environment while taking reasonable steps to protect pupils, staff and visitors.

## **6. Emergency Procedures**

The school maintains emergency procedures for responding to serious incidents.

Depending on the circumstances, the appropriate response may include:

- evacuation;
- sheltering or invacuation;
- partial lockdown;
- full lockdown; or
- another response advised by the emergency services.

The school's emergency arrangements will be proportionate to the identified risks.

The **Fire Evacuation Plan** should be read alongside this policy.

## **7. Lockdown Arrangements**

A lockdown may be appropriate where there is a threat to the safety of people on the school site and remaining inside a secure location is safer than evacuating.

The school's lockdown signal is:

### **Electronic Siren**

The all-clear will be given by

Staff should not assume that a lockdown has ended until an authorised all-clear has been given.

## **8. Full Lockdown Procedure**

When a full lockdown is activated:

1. Staff will be alerted through the **Electronic Siren**.
2. Pupils and staff outside the buildings should return inside where it is safe to do so. If returning inside would increase the risk, they should move away from the threat and seek a place of safety or shelter, using available cover and following instructions from staff or the emergency services where possible.
3. Pupils and staff already inside should remain in their current safe location unless instructed otherwise.
4. The emergency services should be contacted by **999** where required.
5. Staff should take reasonable steps to increase protection where appropriate, including:
  - securing or access points;
  - keeping pupils and staff out of sight;
  - keeping away from doors and windows;
  - closing blinds or curtains where available;
  - switching off lights where appropriate; and
  - maintaining silence.
6. Staff should remain calm and reassure pupils.

7. Staff should account for pupils and report missing or injured pupils, staff or visitors when it is safe to do so.
8. Everyone should remain in a safe location until the authorised all-clear is given or emergency services instruct the school to take alternative action.
9. If evacuation becomes necessary, the school will use the safest available evacuation arrangements. The Fire Evacuation Plan should be followed where appropriate, unless the circumstances make the normal routes or assembly point unsafe.

## **9. Partial Lockdown**

A partial lockdown may be used where there is a potential external or local threat but a full lockdown is not considered necessary.

The signal will be:

### **“Partial Lockdown”**

Immediate action may include:

- stopping outdoor activities;
- bringing pupils and staff inside;
- securing external doors and windows;
- keeping pupils and staff inside the buildings;
- restricting movement around the school where appropriate; and
- continuing normal activities where it is safe to do so.

The Headteacher, or delegated senior leader, will undertake an ongoing and dynamic assessment of the situation and will consider advice from the emergency services.

The response may be escalated to a full lockdown if circumstances require.

## **10. Staff Responsibilities**

All staff must be familiar with the school's security and emergency procedures.

Staff should:

- remain calm;
- follow the lockdown or emergency signal;
- supervise pupils in their care;
- take reasonable steps to secure their area;
- report concerns or injuries when safe to do so;
- account for pupils where possible; and
- follow instructions from senior leaders and emergency services.

Staff should use professional judgement where circumstances change and prioritise the safety of pupils, themselves and others.

## **11. Visitors and Contractors**

Visitors and contractors must follow the school's visitor procedures.

Visitors should not be allowed to move around the school unaccompanied unless authorised.

During a security incident, visitors and contractors should follow instructions given by school staff.

The school will take reasonable steps to account for visitors during and following an incident.

## **12. Communication**

Effective communication is an essential part of the school's emergency arrangements.

Staff will be informed of:

- the school's security procedures;
- the lockdown signal;
- the all-clear arrangements;
- their responsibilities during an incident; and
- how to raise an alarm or contact emergency services.

The school will maintain appropriate arrangements for communicating with:

- staff;
- pupils;
- parents and carers;
- emergency services;
- the local authority or academy trust; and
- other relevant agencies.

Only authorised members of staff should provide information to the media on behalf of the school.

## **13. Parents and Carers**

Parents will be provided with appropriate information about the school's security and lockdown arrangements.

During an incident, parents should:

- remain calm;
- avoid contacting the school unless necessary;
- not come to the school unless instructed to do so;
- not attempt to collect their child during a lockdown; and
- wait for the school to provide further information and collection arrangements.

The school will communicate with parents as soon as it is safe and practicable to do so.

Parents will be given clear instructions about where and when pupils can be collected following an incident.

## **14. Emergency Services**

The school will contact the emergency services where appropriate and will cooperate fully with their instructions.

The emergency services may take control of an incident and may direct the school to:

- remain in lockdown;
- evacuate;
- shelter in another location;
- restrict access to the site; or
- take other action.

The school will maintain appropriate communication with the emergency services during an incident where possible.

The school will seek advice from the police regarding lockdown arrangements where appropriate.

### **15. Testing and Exercises**

The school will regularly test its security and emergency procedures.

Exercises will be carefully planned and appropriate to the age and needs of pupils.

Testing may include:

- lockdown procedures;
- communication arrangements;
- evacuation arrangements;
- sheltering or invacuation arrangements; and
- other relevant emergency procedures.

Where appropriate, the school may seek advice or participation from the police, local authority, academy trust or other relevant partners.

Following an exercise, the school will review the effectiveness of the arrangements and identify any improvements required.

### **16. Staff Training**

All staff will receive appropriate information and training relevant to the security risks identified at the school.

New staff will be made familiar with the school's security and emergency procedures as part of their induction.

Additional training will be provided where required following a change in circumstances, an identified risk, an incident or an exercise.

### **17. Educational Visits and Off-Site Activities**

Security risks associated with educational visits and activities away from the school will be considered through the school's educational visits and risk assessment arrangements.

Staff leading visits will have access to appropriate emergency procedures and contact arrangements.

### **18. Business Continuity and Recovery**

The school will maintain appropriate business continuity arrangements for serious incidents.

These arrangements will consider:

- the immediate response;
- communication;
- maintaining essential functions;
- arrangements for temporary closure where necessary;
- the welfare of pupils and staff;
- recovery of normal school operations; and
- longer-term consequences of a serious incident.

The school's Business Continuity Plan should be read alongside this policy.

### **19. Cyber Security**

Cyber security is managed through the school's separate **Cyber Security Policy** and related procedures.

Where a cyber security incident has implications for the physical safety, operation or security of the

school, the relevant emergency and business continuity procedures will also apply.

## **20. Safeguarding**

Security arrangements operate alongside the school's safeguarding responsibilities.

Any concern about the safety or welfare of a pupil must be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

Security procedures must not prevent staff from taking appropriate safeguarding action.

## **21. Related Policies and Plans**

This policy should be read alongside:

- Fire Evacuation Plan;
- Child Protection and Safeguarding Policy;
- Health and Safety Policy;
- Business Continuity Plan;
- Educational Visits Policy and procedures;
- Cyber Security Policy; and
- other relevant risk assessments and emergency procedures.

## **23. Monitoring and Review**

The Headteacher and designated competent person will monitor the effectiveness of the school's security arrangements.

This policy will be reviewed at least annually and sooner where there are significant changes to:

- the school site;
- identified security risks;
- emergency arrangements;
- relevant legislation;
- Department for Education guidance; or
- advice from emergency services or other relevant partners.