



ST THOMAS BECKET CATHOLIC SCHOOL INTERNAL LOCKDOWN POLICY

2025 - 2026

Approved by: Local Academy Committee

Date: September 2025

Next review due: Local Academy Committee

Date: September 2026

This procedure has been developed to provide a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. It is recognised that the likelihood of the school being required to invoke these procedures during the working day are minimal however, the school is committed to ensuring a robust school lockdown procedure.

Internal Lockdown operates by restricting movement and minimising noise within buildings and across the site.

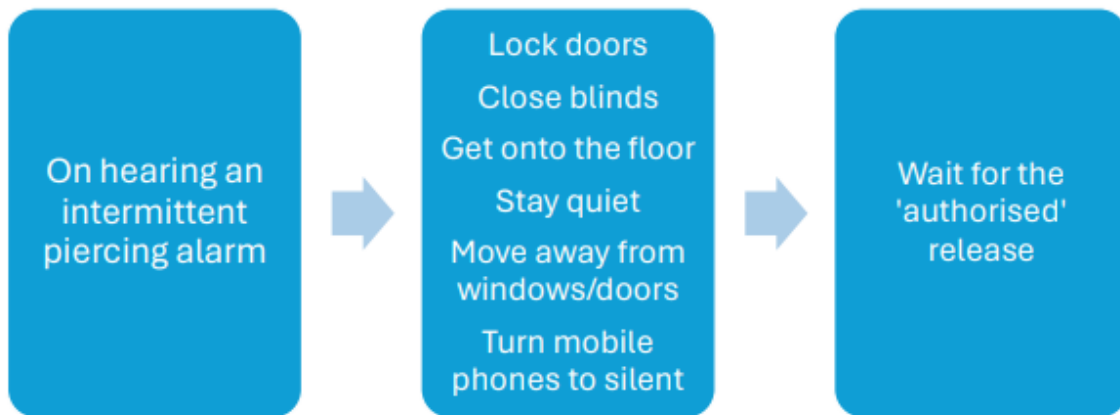
Situations which may invoke these procedures include:

- A reported incident / civil disturbance in the local community
- An intruder on the school site
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- The close proximity of a dangerous animal roaming loose
- A serious student disturbance

Procedure

1. On hearing an intermittent piercing alarm the lockdown procedure must be adhered to. A “code red” and location announcement may be made across the radio prior to the siren being activated.
2. All persons must remain in the classroom, office, toilet, or room they are currently in.
 - If you are in the corridors and moving between buildings you are required to enter the nearest open classroom, office, or room as quickly as possible.
 - If you are in an outdoor activity, you must enter the nearest building as soon as possible, if safe. If this is not possible or you are on the field, you must assemble in an appropriate place of cover. E.g. far bushes, between astro/tennis courts.
 - All staff with radios, must have these with them at all times. All radios must be changed to Channel 1, the volume very low and use is to be kept to an absolute minimum.

3. Once safely inside a room you must
 - Lock the door (leave the key in the lock, if relevant)
 - Secure the door with a table/chair.
 - Close the blinds.
 - Ensure everyone gets onto the floor.
 - Move away from windows and doors.
 - Always stay quiet.
 - Mobile phones (staff and pupils) must be set to silent.
 - Lights, monitors, and projectors are to be turned off.
4. Discreet communication should be undertaken at the direction of Senior Leadership Team Members:
 - Instructions to staff to be given via the internal e-mail system and radios (if safe to be used)
 - Parents informed via Bromcom / Classcharts, if possible
5. Wait for the 'authorised' release – **"Code Red Over"**.



Appendix 1 - Practical Guide

This practical guide outlines various actions and responsibilities required in the event of an Internal Lockdown situation.

Action	Who
In the event of a security breach the site team and SLT must be advised immediately	All
The Site Team / SLT will clarify the situation and invoke the procedure	Site/SLT
Reception will sound the alarm and call 999.	Reception
Site Team / SLT shall call out on all channels there is an internal lockdown "Code Red" in progress, state location and all colleagues must move to channel 1 on the radio	Site/ SLT
Everyone on site must follow the internal lockdown procedure	All
If safe to do so, an all-user internal e-mail will be sent to colleagues to inform staff if they have not heard the alarm. This will then be used to communicate during the Internal Lockdown, if safe to do so.	All
Site and Senior Leadership Team colleagues shall communicate via the radio, Channel 1, and await emergency service response.	Site and SLT
Bromcom / Classcharts message below to be sent to parents to keep them informed of the situation. <i>Please be aware the school has invoked lockdown. We understand your concern for your child's welfare, and we are doing everything possible to ensure their safety. You must not come into school as this could interfere with emergency providers' access</i>	Office Team/Admin/SLT
An authorised "Code Red Over" release shall be issued once the situation is deemed 'safe'. It is important colleagues wait for this authorised release by the Headteacher or nominated Leadership Team Member to ensure it is not carried out under duress.	All
Bromcom / Classcharts message below to be sent to parents to keep them informed of the situation. <i>Please be aware the school is no longer in a lockdown situation. The</i>	Office Team/Admin/SLT

<i>school is safe.</i>	
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