



*Achieving together in faith*

**Holy Cross Catholic  
Multi-Academy Company  
Lockdown Policy & Procedures**

**PUBLIC VERSION**

**2025 - 2028**

Responsible for Policy	Martyn Alcott
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**Document Control:**

**Version History**

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1.0	Draft	12/2023	M. Alcott	HCCMAC, Central Team	Creation of document from template
1.0	Draft	12/2023	C.Connoll	HCCMAC, Central Team	Updated onto MAC Template Policy
2.0	Draft	10/2025	M. Alcott	HCCMAC, Central Team	Updated and reviewed to create a public version

## Introduction

The Holy Cross Catholic MAC requires that all schools have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

Lockdown procedures may be activated in response to any number of situations.

A full version of this policy is held by the MAC / Schools and this is a redacted public version.

## Stages of Lockdown

Prior to a full lockdown the school may instigate different levels of lockdown.

The school/MAC will consider when to communicate with emergency services.

- A member of the admin team or SLT will use coloured cards or share the name of the colour over the school Tannoy system to signal to staff and children the type of lockdown procedure to follow (see grid below)

Red – Imminent treat	Work stops Lock doors Stay away from windows and doors/ under desks Remain quiet and await further instructions
Yellow – Precautionary Lockdown	Work continues Be aware Lock doors and await further instructions
Blue – Medical Emergency	Clear Hallways for emergencies Children to remain in class away from windows
Orange – Evacuate Building	Follow Fire Procedure Line up on the playground Await further instructions

## Communication with Parents

In the event of an actual lockdown parents will be notified by an email or text message when appropriate.

## School Lockdown Procedures

Each school and the MAC Head Office has a full set of lockdown procedures which should be seen as 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. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

At Christ the King Primary School, the safety of our pupils and staff is our highest priority. In the unlikely event of a lockdown situation, we have clear procedures in place to ensure everyone remains safe and secure. Below is an overview of how lockdowns are managed across both school sites.

Lockdown signals	<p>Lockdown may be initiated using the <b>school phone system, Tannoy system, walkie talkies, or ICT pop-ups.</b></p> <p>A <b>distinct siren or bell</b> (different from the fire alarm) will sound for approximately 30 seconds to signal a full lockdown.</p> <p>A <b>manual alert</b> may also be circulated to staff.</p> <p>The <b>all-clear</b> will be signalled using the same systems, including a <b>long continuous ring</b> of the school bell both inside and outside.</p>
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Lockdown Areas	<p>All classes will remain in their <b>own classrooms.</b></p> <p>Staff will take steps to secure the room:</p> <ul style="list-style-type: none"> <li>• Use door wedges or furniture to block entry.</li> <li>• Close windows and draw blinds.</li> <li>• Cover glass panels if possible.</li> <li>• Take a headcount and keep pupils calm.</li> <li>• In the event of an imminent threat, pupils and staff may be asked to move to the floor under desks.</li> </ul>
Securing Entrance Points	All <b>external doors, fire doors, internal doors, and windows</b> will be secured.
Communication during Lockdown	<p>Staff will communicate using:</p> <ul style="list-style-type: none"> <li>• Tannoy system (SLT/ Admin)</li> <li>• Walkie talkies</li> <li>• Mobile phones (if accessible)</li> <li>• Internal phones</li> <li>• In emergencies, staff may use the <b>Staff Emergency WhatsApp group</b> to communicate between sites.</li> </ul>
Initial Response	<p>All available staff will ensure pupils are inside the building and secure entrances.</p> <p>If lockdown occurs during break or lunch, pupils will return to classrooms.</p> <p>Pupils who are alone (e.g. in the toilet or delivering a message) will be advised to go to the nearest supervised, lockable area.</p> <p>Pupils and staff on the field will return to the building unless it is assessed to be safer to remain in place.</p>

<p>Roles and Responsibilities</p>	<p><b>Office staff and SLT will:</b>  Secure entrance points.  Dial emergency services (999) and notify relevant contacts:</p> <ul style="list-style-type: none"> <li>○ MAC</li> <li>○ Coventry Resilience Team</li> <li>○ Other contacts listed in the Emergency Grab Bag.</li> </ul> <p><b>All staff will:</b>  Take action to increase protection:</p> <ul style="list-style-type: none"> <li>○ Block access points.</li> <li>○ Sit on the floor, under tables or against walls.</li> <li>○ Turn off lights and stay out of sight.</li> <li>○ Ensure pupils know an exit point in case of intruder access.</li> <li>○ Check for missing or injured individuals if safe to do so.</li> <li>○ Remain inside until the all-clear is given or instructed to evacuate by emergency services.</li> </ul>
<p>Special Circumstances</p>	<p>If someone is taken hostage on the premises, the school will follow <b>police advice</b>, which may include evacuating the rest of the site.</p>

## **Communication between parents and the school**

- Holy Cross MAC can confirm that all schools have lockdown procedures but the full versions are not public documents.

The School Lockdown Policies: Should make parents feel reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.

- In an incident parents do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- In an incident parents should not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents should wait for the school to contact them about when it is safe for them to come and get their child and where this will be from.

**In the event of a lockdown, if appropriate and in consultation with emergency services, parents will be informed. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Parents should not attend site or try to contact the school and an update will be sent as soon as possible**

## **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 Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the MAC and Coventry City Council through their Resilience Team has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## APPENDIX 2