



**St. Anselm's College**  
*Edmund Rice Academy Trust*

# Site Lockdown Policy

## Version 1.3

**Mission Statement:**

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognise Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

<b>Document Owner:</b>	<b>Headteacher</b>
<b>Committee:</b>	<b>Health &amp; Safety</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Ratification by Governors:</b>	<b>Autumn Term 2023</b>

## **1. Intent**

St Anselm's College is implementing this policy to ensure that students and staff are safe in situations where there is a hazard on the College grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

## **2. Scope**

This policy applies to employees, volunteers, parents/carers/students, and people visiting the College site. It covers the procedures and staff responsibilities when the College is required to go into lockdown.

## **3. Guidelines**

The St Anselm's College Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the College.

This will usually occur if there is a dangerous intruder on school grounds or a terrorist threat; but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside.

St Anselm's College uses the following ACT website to inform students how to keep safe.  
<https://www.gov.uk/ACT>

These links are used to help students understand the three basic principles of keeping safe in a lockdown situation, particularly if they are outside the main buildings at the time: RUN – HIDE – TELL.

The Deputy Head teacher, or another member of school staff designated by the Headteacher, will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads of Year will remind students of the lockdown procedure during their first Year group assembly

Copies of this policy will be disseminated via the College website and Year group assemblies.

## **4. Procedure**

In the event of an emergency, the Headteacher or designated Deputy Headteacher will make the decision, in consultation with police and/or the emergency services when deemed necessary, with regard to whether the College site needs to be locked-down.

### **Lockdown procedures:**

1. In the event of a building lockdown, the lockdown alarm will be activated by the Administration staff on the instruction of the Headteacher or the Deputy Headteachers. This will be 10 consecutive short bursts by the college Office of the class change bell. A text message will be sent to SLT only, an email will also be sent to staff College email addresses to say that "Lockdown procedures" or "Lockdown Drill Activated" are in operation.

2. It is mandatory that all students and adults remain in the building / classroom / office they are in at the time. Students and adults who are in the corridors are to move into the closest occupied classroom.
3. Staff members who are not teaching at the start of lockdown should go to the nearest classroom.
4. Staff should check corridors for students and direct them to the nearest classroom.
5. If the lockdown alarm sounds during break time or lunchtime, or during PE students and staff should make their way to the closest classroom immediately.
6. Windows and blinds should be closed and the door should be locked if this is possible. Where there is no internal lock the adult in the room should wedge the door closed with the door wedge or move any suitable furniture in front of the door to prevent access to the room.
7. Students and staff should be positioned against the door wall in the most non-visible corner, seated.
8. Students are not allowed to use any phones or electronic devices.
9. Students and adults are to remain quiet at all times.
10. Where practicable, staff should contact the Office by email to confirm which students and staff are present, stating which area of the school they are in.
11. Students and adults should remain in this position until "all clear" is announced by a member of the Senior Leadership Team this will be 10 consecutive short bursts of the class change bell.
12. Parents should be contacted about the time and place to pick up their son/s, if appropriate, (see below) using the College's SIMS intouch system.

**For Parents:**

Information about the College's lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the College, as students will not be released to parents during lockdown. Parents are also asked not to call the College as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your son's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your son.

## **Changes to UK Threat Level**

If the UK Government has raised the terror alert to SEVERE meaning a terror attack is highly likely.  
(January 2023)

We advise all schools to review their critical incident policy and procedures. When conducting educational visits to major cities we advise that schools include a section on your risk assessment on what to do in the event of a terror attack.

The key guidance from the UK Government in the event of terror attack is **RUN, HIDE, TELL.**

Run as far as you can from the attack.

Hide if you cannot run to safety.

Tell, only when safe to do so phone the Police by calling 999.

Further guidance on this can be found by visiting the following Government websites (please copy and paste these links into your browser):

<https://www.gov.uk/government/publications/stay-safe-film>

<https://www.gov.uk/government/publications/crowded-places-guidance>

The following guidance is from the Outdoor Education Advisers Panel.

[https://oeapng.info/wp-content/uploads/dlm\\_uploads/2019/04/4.4e-Terrorism.pdf](https://oeapng.info/wp-content/uploads/dlm_uploads/2019/04/4.4e-Terrorism.pdf)

If we can provide further assistance, please do not hesitate to contact us by calling 0151 541 2170 option 4 or email on [lotc@edsential.co.uk](mailto:lotc@edsential.co.uk)

## **RELATED POLICIES AND DOCUMENTS**

Safeguarding Policy

Emergency Management Plan