CFS Critical Lockdown Procedures

Guidance Information
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Contents

1. Introduction 1
2. Lockdown Manager 1
3. Arrangements 2
3.1 Site Lockdown 2
3.1.1 Actions 2
3.1.2 Visitors 2
3.1.3 School Functionality 2
3.1.4 Lifting Lockdown 3
3.2 Building Lockdown 3
3.2.1 Actions 3
3.2.2 Visitors 4
3.2.3 School Functionality 4
3.2.4 Lifting Lockdown 4
3.3 Full Lockdown 5
3.3.1 Actions 5
3.3.2 Lifting Lockdown 5
4. Drills and Practices 6
Appendix 1 – Actions Summary 7
Appendix 2 – Staff Actions Flow Charts 9
Appendix 3 – Example Communications 11

1. Introduction

Critical Lockdown procedures are for critical incident lockdowns 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 the School community. Procedures aim to ensure the safety of all pupils, staff, and visitors and, where possible, to minimise disruption to the learning environment.

Critical Lockdown procedures may be activated in response to any number of situations, which may 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.) or chemical, biological, or radiological contaminants;
- A major fire in the vicinity of the School;
- The proximity of a dangerous animal roaming loose.

Critical Lockdowns have been categorised as follows:

Site Lockdown – this is where the perimeter of the School is secured but otherwise the School continues to function as it would normally. *For example, a reported incident in the local community.*

Building Lockdown – this is where all staff, pupils and visitors must stay indoors but otherwise the School continues to function as it would normally as far as possible. *For example, a risk of air pollution.*

Both Site and Building lockdowns can be called in unison.

Full Lockdown – This is where normal school function ceases immediately and all staff, pupils and visitors must stay indoors in as secure a location as possible in order for the School to appear empty, and take immediate actions to ensure safety and preservation of life. *For example, an intruder on the School site.*

2. Lockdown Manager

In all Critical Lockdown situations, the nominated Lockdown Manager at the School is the **Executive Principal** or, in their absence, appropriately deputised in the first instance to the **Head Secondary** or in their absence the **Head of Primary**. If all are offsite then the next most senior member of SLT will act as Lockdown Manager.

All members of staff have the responsibility to report any threats to the School community immediately to the Executive Principal, the Executive Assistant, the Head of Secondary and Head of Primary. This should be either via email or verbally, whichever is the quickest method.

The Lockdown Manager will initiate, manage, and conclude the Lockdown. They will also co-ordinate communications with the Emergency Services.

3. Arrangements

3.1 Site Lockdown

A Site Lockdown will be initiated in response to an incident in the local vicinity that is **NOT** posing an **immediate** threat to the School. However, it has been deemed necessary either by the Lockdown Manager or the Emergency Services to secure all staff, pupils and visitors within the Convent walls of the School site and to prevent anybody from entering the School site.

3.1.1 Actions

The following immediate actions will be carried out:

- The Lockdown Manager informs the Site Team and the Senior Leadership Team (SLT) via appropriate radio channels and requests all users move to Channel 6. *(As the incident progresses normal channels may be reverted back, on the instruction of the Lockdown Manager)*
- Site Team build a perimeter around the School by locking all external vehicle and pedestrian gates* **see Visitors options below.*
- Site Team to confirm back to Lockdown Manager that the site is secured.
- The Principal's Office to email All Staff to inform them of the **Site Lockdown** with the flowchart of actions attached.
- Marketing Manager (or Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling using the fast mode. If necessary, the Data Analysis and Systems Lead may be asked to send communication.
- SLT to circulate the site to ensure all staff have received the appropriate communication and that pupils are aware but calm.
- All available SLT to meet in the Principal's Office to discuss any further actions, including contact to staff or pupils who are offsite.
- School Reception to contact any staff who are offsite on a trip/swimming giving instructions as determined by SLT.

3.1.2 Visitors

Any visitors on site will follow one of three actions to be determined by the Lockdown Manager and communicated by the Site Team:

- All external gates will be locked and the parents/visitors in the car park area to remain in their vehicles.
- All external gates will be locked and all parents/visitors within the school building or in the car park area will be held in the Carmelite Hall.
- The entrance gates will be locked. Parents/visitors will be asked to leave site immediately. No further parents or visitors will be able to access the site. The exit gate is locked when the visitor car park is cleared.

3.1.3 School Functionality

Usual on-site lessons/breaks, including those outdoors continue as timetabled.

If the Site Lockdown continues past the end of the School day internal clubs will continue, clubs from external providers will be covered by internal staff. All pupils not booked into a club will remain in their end of day location and await further instructions.

If the fire or full lockdown alarms are heard during a Site Lockdown, usual protocol should be followed.

Communication during a Site Lockdown will be via the School's email system, radio, internal phone system or direct communication from the Lockdown Manager.

All situations are different. Once the site is secured, the Lockdown Manager along with the SLT will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services, who will continue to advise as to the best course of action in respect of the prevailing threat.

3.1.4 Lifting Lockdown

Staff, pupils and visitors remain in Site Lockdown until it has been lifted by the Lockdown Manager. This will be communicated by email, radio or verbally.

Marketing Manager (or the Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling to inform them the lockdown has been lifted and pupils may be collected from school.

Marketing Manager (or Executive Assistant in their absence) to send further comms when pupils have returned home with further information about the lockdown if appropriate.

3.2 Building Lockdown

A Building Lockdown will be initiated in response to an incident or event that is posing a potential threat to the School's outdoor spaces and it has therefore been deemed necessary, either by the Lockdown Manager or the Emergency Services, to secure all staff, pupils and visitors within the School building. No one will be permitted to enter or exit the building and all external doors will be locked.

3.2.1 Actions

The following immediate actions will be carried out:

- The Lockdown Manager informs the Site Team and the Senior Leadership Team (SLT) via appropriate radio channels and requests all users move to Channel 6. *(As the incident progresses normal channels may be reverted back, on the instruction of the Lockdown Manager)*
- SLT to inform those in outdoor spaces to immediately return to the buildings. *If during Secondary break, staff and pupils should go to their next timetabled lesson early. Forest School must also be checked by the most Senior Member of operational Primary SLT at that time.*
- Site Team to lock all external doors once SLT confirm the outdoor areas are clear – **see Visitors options below.*
- Site Team to turn off all ventilation systems, heating and fans in the case of air pollution threat.
- Site Team to confirm back to Lockdown Manager that the building is secured.
- The Principal's Office to email All Staff to inform them of the **Building Lockdown** with the flowchart of actions attached.
- Marketing Manager (or the Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling using the Throttle Mode. If necessary, the Data Analysis and Systems Lead may be asked to send communication.
- SLT to circulate the site to ensure all staff have received the appropriate communication and that pupils are aware but calm.

- All available SLT to meet in the Principal's Office to discuss any further actions, including contact to staff or pupils who are offsite.
- School Reception to contact any staff who are offsite on a trip/swimming giving instructions as determined by SLT.
- Teachers must re-register pupils and send the Lockdown Manager any pupils that are missing – *those pupils who were in school but no longer accounted for.*

3.2.2 Visitors

Any visitors on site will follow one of two actions to be determined by the Lockdown Manager and communicated to the Site Team:

- If safe to do so all parents/visitors in the car park area will be asked to remain in their vehicles.
- If remaining in a vehicle will pose a potential threat, parents/visitors will be asked to leave site immediately or come in to School and remain in the Carmelite Hall.

3.2.3 School Functionality

Usual indoor lessons/breaks, continue as timetabled. Outdoor lessons/activities should be adapted to be held indoors.

If the Building Lockdown continues past the end of the School day, internal, indoor clubs will continue, clubs from external providers will be covered by internal staff. All pupils not booked into a club will remain in their end of day location and await further instructions.

If the fire alarm is heard, immediate evacuation of the whole school should **NOT** occur. Evacuation will only occur if smoke or flames are directly visible and pose an immediate threat to your location and will be co-ordinated by the Lockdown Manager. Where both a Site and Building lockdown have been initiated, this instruction supersedes the Site Lockdown fire alarm instructions. If the full lockdown alarm is heard during a Building Lockdown, usual protocol should be followed.

Communication during a Building Lockdown will be via the School's email system, radio, internal phone system or direct communication from the Lockdown Manager.

All situations are different. Once the building is secured, the Lockdown Manager along with the Senior Leadership Team will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services who will continue to advise as to the best course of action in respect of the prevailing threat.

3.2.4 Lifting Lockdown

Staff, pupils and visitors remain in Building Lockdown until it has been lifted by the Lockdown Manager, which will be communicated by email, radio or verbally.

Marketing Manager (or the Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling to inform them the lockdown has been lifted and pupils may be collected from school.

Marketing Manager (or the Executive Assistant in their absence) to send further comms when pupils have returned home with further information about the lockdown if appropriate.

3.3 Full Lockdown

Staff will be alerted of a Full Lockdown by the lockdown alarm initiated by the Lockdown Manager. An alert will also be sent to PCs and laptops where possible.

Lockdown alarm triggers are located in the School Office, Primary Office and PE Office.

A Full Lockdown will be initiated when there is an immediate and real threat to the School Community. This could be an escalation of a Site or Building Lockdown. The aim of a Full Lockdown is for the School and its rooms to appear empty and to take immediate actions to ensure safety and preservation of life.

3.3.1 Actions

The following immediate actions will be carried out:

- All outside activity to cease, pupils and staff return immediately to the building and hide in the closest room.
- All staff, pupils and visitors to stay in their current room or move to the nearest room if in the corridors and should:
    - Stay silent
    - Barricade/lock the doors
    - Close the windows
    - Drop the blinds
    - Turn off the lights where possible
    - Move to a location away from view of the doors or windows (behind/under walls or furniture), or cover the doors if this is not possible
    - All pupil mobile phones turned off and staff mobile phones turned to silent
    - where possible turn off any screens/monitors
- Reception to drop the front desk shutter.
- Any staff and pupils in Forest School should find an immediate place to hide within the Forest School area.
- Lockdown Manager (or the Executive Assistant in their absence) to alert the Emergency Services.
- Lockdown Manager will advise once outdoor spaces are cleared and if external doors should be locked by the Site Team. This will only be actioned if it is believed this will prevent the threat from entering the building.
- Whilst the first action is the hide out of sight, if you become visible and in proximity to the threat the approach of 'run and scatter' should be adopted.
- All radios to be turned off. SLT communication to be via WhatsApp.
- Staff should await further instructions.

3.3.2 Lifting Lockdown

Staff, pupils and visitors remain in Full Lockdown until it has been lifted by the Emergency Services *(or Lockdown Manager in the event of a drill).*

Pupils and staff to be re-registered and any missing persons should be reported to the Lockdown Manager who will liaise with the Emergency Services.

Marketing Manager (or the Executive Assistant in their absence) to send parental comms in discussion with the Emergency Services after the lockdown has ceased, with further information.

4. Drills and Practices

Drills will be conducted once a term. Across an academic year at least one Site, one Building and one Full Lockdown drill will be held.

Parents will be given warning that full lockdown drills will be occurring the following week.

At regular times through the year, short alarms will be played throughout the whole school to pupils to show the difference between the full lockdown and fire alarms.

Regular reminders via assemblies, tutor time and Primary class time to pupils covering the actions needed by pupils in lockdown situations will occur, as outlined in the annual Rhythm of the Year.

Primary and Secondary SENDCos will provide additional drill support for those SEN pupils where appropriate.

Appendix 1 – Actions Summary

Critical Lockdown Actions Summary

Site Lockdown

- The Lockdown Manager informs the Site Team and the Senior Leadership Team (SLT) via appropriate radio channels and requests all users move to Channel 6. *(As the incident progresses normal channels may be reverted back, on the instruction of the Lockdown Manager)*
- Site Team build a perimeter around the School by locking all external vehicle and pedestrian gates* **see Visitors options below.*
- Site Team to confirm back to Lockdown Manager that the site is secured.
- The Principal's Office to email All Staff to inform them of the **Site Lockdown** with the flowchart of actions attached.
- Marketing Manager (or the Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling using the Throttle Mode. If necessary, the external provider of EmailSling may be asked to send communication.
- SLT to circulate the site to ensure all staff have received the appropriate communication and that pupils are aware but calm.
- All available SLT to meet in the Principal's Office to discuss any further actions, including contact to staff or pupils who are offsite.
- School Reception to contact any staff who are offsite on a trip/swimming giving instructions as determined by SLT.

Building Lockdown

- The Lockdown Manager informs the Site Team and the Senior Leadership Team (SLT) via appropriate radio channels and requests all users move to Channel 6. *(As the incident progresses normal channels may be reverted back, on the instruction of the Lockdown Manager)*
- SLT to inform those in outdoor spaces to immediately return to the buildings. *If during Secondary break, staff and pupils should go to their next timetabled lesson early. Forest School must also be checked by the most Senior Member of operational Primary SLT at that time.*
- Site Team to lock all external doors once SLT confirm the outdoor areas are clear – **see Visitors options below.*
- Site Team to turn off all ventilation systems, heating and fans in the case of air pollution threat.
- Site Team to confirm back to Lockdown Manager that the building is secured.
- The Principal's Office to email All Staff to inform them of the **Building Lockdown** with the flowchart of actions attached.
- Marketing Manager (or the Executive Assistant in their absence) will send immediate template communications to Parents via EmailSling using the Throttle Mode. If necessary, Data Analysis and Systems Lead may be asked to send communication.
- SLT to circulate the site to ensure all staff have received the appropriate communication and that pupils are aware but calm.
- All available SLT to meet in the Principal's Office to discuss any further actions, including contact to staff or pupils who are offsite.
- School Reception to contact any staff who are offsite on a trip/swimming giving instructions as determined by SLT.
- Teachers must re-register pupils and send the Lockdown Manager any pupils that are missing – *those pupils who were in school but no longer accounted for.*

Full Lockdown

- All outside activity to cease, pupils and staff return immediately to the building and hide in the closest room.
- All staff, pupils and visitors to stay in their current room or move to the nearest room if in the corridors and should:
    - Stay silent
    - Barricade/lock the doors
    - Close the windows
    - Drop the blinds
    - Turn off the lights where possible
    - Move to a location away from view of the doors or windows (behind/under walls or furniture)
    - All pupil mobile phones turned off and staff mobile phones turned to silent
    - where possible turn off any screens/monitors
- Reception to drop the front desk shutter.
- Any staff and pupils in Forest School should find an immediate place to hide within the Forest School area.
- Lockdown Manager (or the Executive Assistant their absence) to alert the Emergency Services.
- Lockdown Manager will advise once outdoor spaces are cleared and if external doors should be locked by the Site Team. This will only be actioned if it is believed this will prevent the threat from entering the building.
- Whilst the first action is the hide out of sight, if you become visible and in proximity to the threat the approach of 'run and scatter' should be adopted.
- All radios to be turned off. SLT communication to be via WhatsApp.
- Staff should await further instructions.

Appendix 2 – Staff Actions Flow Charts

Critical Lockdown Staff Actions

Site Lockdown

Lockdown Manager	**Executive Principal**
1st Deputy	**Head of Secondary**
2nd Deputy	**Head of Primary**

If all are offsite an appropriate member of SLT will be nominated as Lockdown Manager

* A message will be sent from the Lockdown Manager via email and radio to All Staff that the School is moving to a Site Lockdown

* Continue usual school routine, inc fire alarms
* No staff, pupils or visitors will be allowed to enter or exit the site

* Further communication via email will be sent if the Site Lockdown passes the end of the school day

Building Lockdown

* A message will be sent from the Lockdown Manager via email and radio to All Staff that the School is moving to a "Building Lockdown"

* Close ALL windows in classrooms and offices.
* All doors and gates will be locked by the Site Team
* No staff, pupils or visitors will be permitted to enter or exit the school building

* NO outdoor activities
* Re-register pupils and inform the Lockdown Manager of any missing pupils
* As far as possible continue usual school routine.

* Further communication via email will be sent if the Building Lockdown passes the end of the school day.

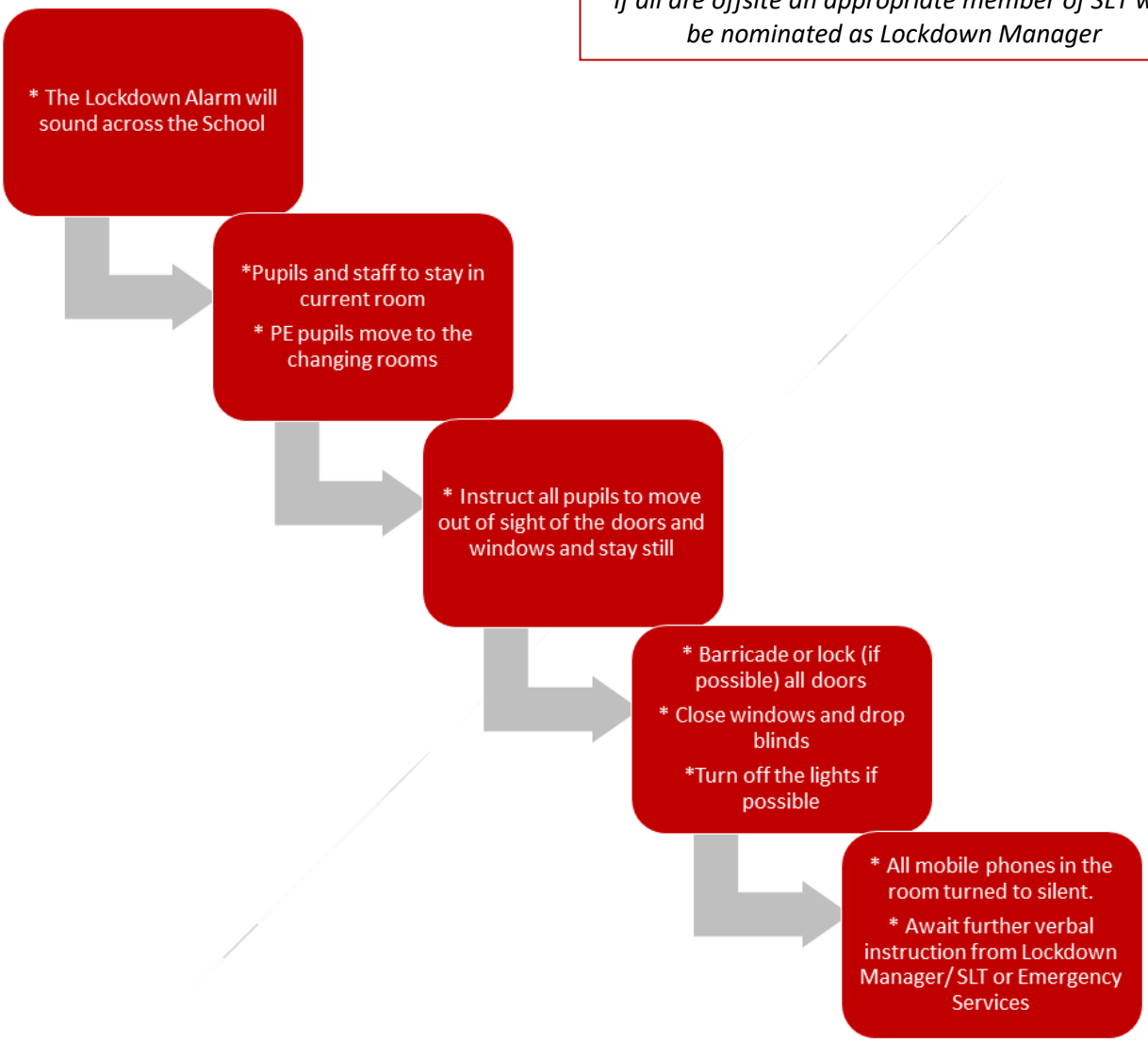
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Critical Lockdown Staff Actions

Full Lockdown

Lockdown Manager	**Executive Principal**
1st Deputy	**Head of Secondary**
2nd Deputy	**Head of Primary**

If all are offsite an appropriate member of SLT will be nominated as Lockdown Manager



Appendix 3 – Example Communications

Site Lockdown

Dear Parents/Carers

We have been notified by the emergency services that due to ……., for the safety of all pupils and staff at CFS, we are required to lock down the School site. Therefore, for the time being no one is permitted to enter or exit the School site until we are told it is safe to do so. This includes the car park.

Indoor and outdoor lessons are continuing as normal and we will email again as soon as the emergency services give us the all clear to open the site again.

Option if it's pick up time……. If parents are parked in the car park at this time, you will see that we have locked the gates so no further vehicles may enter. The emergency services advise you all to stay in your vehicles at this time.
Or
If parents are parked in the car park, you will have been asked to leave the School site by our Site Team. We will email again to confirm you may return as soon as we have clearance from the emergency services that the site may re-open.

We will be in touch as soon as we can with any developments, but please be assured that we are in touch with the emergency services and there is no immediate threat to CFS, or the staff and pupils on site. Many thanks for your patience.

Building Lockdown

Dear Parents/Carers

We have been notified by the emergency services that due to ……., for the safety of all pupils and staff at CFS we are required to lock down the school building. Therefore, for the time being no one is permitted to enter or exit the building until we are told it is safe to do so.

All pupils have been brought inside and indoor lessons are continuing as normal.

Option if it's pick up time……. If you are a parent waiting in the car park, I'm afraid we are unable to release pupils to go home at this stage. Please stay in your vehicles until we are given clearance by the emergency services that the School may re-open and we can dismiss the pupils

We will email again as soon as the emergency services give us the all clear to open the building again.

Many thanks for your patience.