



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Lockdown Policy

Policy Written: November 2025

Responsibility: Local Governing Body



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Lockdown Policy

Critical Incident Management Planning

Purpose

This Lockdown Policy sets out procedures to protect pupils, staff, and visitors in the event of a serious threat to safety within or near the school premises. It complies with **Martyn's Law (Terrorism Protection of Premises Act)**, **DfE Emergency Planning Guidance**, and **Manchester Local Authority protocols**. The policy ensures proportionate security measures, staff training, and dynamic risk assessment.

Lockdown Levels

- **Amber Lockdown (Partial):** Heightened vigilance, controlled access, normal activities continue.
- **Red Lockdown (Full):** Immediate securing of all rooms, emergency services involved, full lockdown procedures activated.

Activation & Signals

- Lockdown will be activated immediately upon identification of a threat by any staff member.
- **Signal:** Three consecutive blasts of the airhorn.
- Whoever receives threat information must activate lockdown without delay.

Radio Silence

Only the Head teacher, HT/DHT and Fire Marshals will sweep corridors during the lockdown, once school is secure a member of the sweep team will give instructions to the office for a 'Code Green' and HT/DHT and Fire Marshals will inform each classroom.

The 'Lockdown Policy' status will remain in force until there is a 'Code Green' announcement that will mean there is an 'all clear' situation.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors and blinds are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. year 3.
4. If practicable staff should notify the front office by phone that they have entered lockdown and those children not accounted for.
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff ensures that their office(s) are locked and police called if necessary.
2. If required, the head or office staff member locks the school's front doors and entrances.
3. If required, the Site Manager if on site to make sure all gates or locked then head to Office.
4. Individual teachers TAs lock close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked in the Primus and Romero centres.
5. Staff on PPA to lock down in the room they are in.
6. Catering Staff to lock back door to kitchen and dining hall doors and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with Parents

- Parents will be notified via text messaging or Dojo.
- They must **not come to school or call** during lockdown.
- Collection details will be provided if lockdown extends beyond school hours.

Training and Drills

- Annual lockdown drills will be conducted with post-drill debrief.
- Staff training includes dynamic risk assessment and emergency communication.

Compliance

This policy is reviewed every two years or earlier if legislation changes. It aligns with Martyn's Law and DfE guidance on emergency planning.