

St Alban's Catholic High School



School Lockdown and Bomb Threat Policy

**Please note that this policy has been redacted to remove confidential/
sensitive information. Staff can access the full version of this
policy on the school intranet.**

Approved by Student Committee on: 7/10/24

Recommission Date: Oct 2025

Lockdown Arrangements

Lockdown procedures should be seen as a sensible proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students within the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. The procedure includes which members of staff need to be informed, depending on the type of occurrence, to ensure that key staff are informed without unnecessarily alarming students or other staff.

A school lockdown is a procedure that is initiated when the Headteacher believes that there is a credible threat to student and staff safety. The procedure has two stages as follows:

1. **Partial Lockdown** – this is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.
2. **Full Lockdown** – use when the threat is serious and immediate and may be an escalation of a partial lockdown

Initial Procedures – partial and full lockdown

- The Headteacher will determine the level of threat (Deputy Headteacher/Health and Safety Officer in his absence).
- The Headteacher will decide if **full** or **partial** lockdown is required
- Designated staff will have defined roles according to the nature of the threat (see later)
- Staff are initially alerted to the activation of the plan by use of the [REDACTED] on the school intranet. **Only if a full lockdown is required immediately should the “lockdown alarm” be activated. (see full lockdown procedures)**
- Students who are outside of the school buildings should be brought inside as quickly as possible. [REDACTED]. If the alarm is raised during a break or lunchtime, the end of lesson bell will be rung and students will go to their next lesson as normal.
- Those inside the school shall remain inside the classrooms.
- The main hall will be cleared, if in use.
- If the threat is outside the school site, the main gates and pedestrian gates will be locked. **Site staff will then return to the main reception. If there is a need to open the gates (ie for emergency services) the member of site staff will go out with a member of SLT. A notice will be attached to the gate saying lockdown in progress do not block gates or telephone the school.**
- Once all students are inside the buildings, all external doors will be locked, windows closed and external blinds drawn. The office will phone the kitchen to ensure their external door is locked.
- Staff should encourage the students to keep calm and quiet.
- As appropriate, the school should establish communication with the emergency services as soon as possible. **Always telephone 999 (not 101)**
- Suffolk County Council Strategic Lead for Resolution, [REDACTED], should be notified via the telephone number [REDACTED].
- Students **will not be released** to parents or allowed to leave the buildings during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instruction.
- **At the end of the lockdown, staff will meet in the main hall for a debrief**

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and associate staff. The lockdown procedures will be tested once a year.

Partial Lockdown

May be as a result of:

- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school.
 - A threat received by the school, Suffolk CC, media etc.
 - A warning being received regarding the risk of air pollution
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- Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and students.
 - During partial lockdown, movement within buildings is permitted. Movement between buildings is not permitted except for designated staff.
 - Office Staff/Senior Leaders/other staff in offices/staff room with external windows onto car park move away from windows.

Staff will be alerted to a partial lockdown via the [REDACTED]. Updates will be sent by the same system as appropriate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Staff and students will be alerted to a full lockdown by the ringing of the "lockdown alarm". This signifies an immediate threat to the school and maybe an escalation of a partial lockdown.

Immediate Action

- In addition to Partial Lockdown and initial procedures, all classroom and office doors locked (where a member of staff with keys present)
- All staff/students should move away from windows and doors.
- Windows closed, blinds drawn, students sit quietly out of sight of external and internal windows and doors (e.g. under tables or around a corner if it is not possible to be out of external view).

Staff and students remain in lockdown until it has been lifted by a member of SLT/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the mail office as this could delay more important communication.

Communication between Parents/Carers and the School

School lockdown procedures will be communicated with parents/carers via the school website. In the event of an actual lockdown, parents/carers will be communicated with as soon as practically possible using the [REDACTED] text and email system. It is obvious that they will be concerned but by regularly communicating accurate information we will hope to alleviate undue anxiety.

Information shared with parents will include:

- They should not contact the school during the lockdown - calling the school could tie up telephone lines that are needed for contacting emergency providers.
- They should not come to the school – they could interfere with emergency services' access to the school and may even put themselves and others in danger. No students will be released during a lockdown.
- Students will be permitted to use mobile phones to **message parents** during a **full lockdown**, when **directed by staff** that it is safe to do so. **Phone must be set to silent**. Phone calls should not be made.
- They should wait for the school to contact them about when it is safe for them to collect their child or when students will be released.
- Reassure them that the school understands their concerns for their child's welfare and that school is doing everything possible to ensure their safety.

Bomb Threat – *upon receiving a message that a bomb has been planted in school.*

Immediate Action

- If possible the phone call should be recorded.
- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Headteacher/member of SLT
- Headteacher/Deputy Headteacher/Health and Safety Officer orders evacuation of all persons inside the building(s). Staff and students should initially go to their standard fire evacuation points.
- A member of SLT/office staff notifies police (call 999)

Evacuation Procedures

- Standard fire evacuation procedures will be followed. Do not mention "Bomb Threat". Staff and students may be moved further from the buildings, depending on the information provided.
- No one may re-enter the buildings until the entire site is declared safe by fire or police service
- Headteacher/Deputy Headteacher/Health and Safety Officer notifies students and staff of termination of emergency.

Where Examinations are taking place – please refer to Exam Lockdown policy

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 upon the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Headteacher with regards to the timing of communication to parents.

In the event of a prolonged lockdown or more severe situation, the Local Authority will provide assistance to parents/carers.

Staff Responsibilities

STAFF MEMBER	RESPONSIBILITY	CONTACT DETAILS
Headteacher Deputy Headteacher	First point of contact during a threat. Establishes level of threat. Decides action to be taken	[REDACTED]
Health and Safety Officer	Liaise with Head/Deputy and other members of SLT during Lockdown. Contact Cambridge Health, Safety and Wellbeing Adviser and notifies whether partial or full lockdown	[REDACTED]
Heads P.A.	Contacts emergency services, liaise with SLT. Contacts Suffolk CC and notifies whether partial or full lockdown	[REDACTED]
Office Manager	[REDACTED] message to Parent/Carers once directed by Headteacher	[REDACTED]
Attendance Officer	Collates registers. Inform SLT of missing pupils	[REDACTED]
Fire Evac Sweepers/Site Staff	Lock external doors to buildings. Advise Office Manager that building is successfully locked	
Office Staff	Keep communication lines clear. Telephone part-time staff and advise not to attend until notified	[REDACTED]
IT team	Message on website and social media once directed by Headteacher	[REDACTED]
Teaching Staff	Keep pupils in classrooms quietly and calmly. Take registers. Notify Attendance Team of missing pupils. Use internal email communication at all times.	
Support Staff	Remain in working areas until directed otherwise. Support teaching staff where appropriate.	

Where above staff are absent or unavailable, the Headteacher or Deputy will re-assign roles.

Flowchart of procedures

Threat to staff and student safety identified



Headteacher/Deputy Header informed



Headteacher/Deputy Header establishes the severity of the threat and decision made to further action



Initial Procedures:

- Staff are initially alerted to the activation of the plan by use of the [REDACTED] on the school intranet. [REDACTED]
- Students who are outside of the school buildings should be brought inside as quickly as possible. [REDACTED].
- If the alarm is raised during a break or lunchtime, the end of lesson bell will be rung and students will go to their next lesson as normal.
- Those inside the school shall remain inside the classrooms.
- The main hall will be cleared, if in use.
- If the threat is outside the school site, the main gates and pedestrian gates will be locked.
- Once all students are inside the buildings, all external doors and are locked, windows closed and external blinds drawn.
- The office will phone the kitchen to ensure their external door is locked.
- Staff should encourage the students to keep calm and quiet.
- As appropriate, the school should establish communication with the emergency services and Suffolk CC as soon as possible.
- If it is necessary to evacuate the building, [REDACTED].
- Staff should await further instruction.



Partial Lockdown:

- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and students.
- During partial lockdown, movement within buildings is permitted. Movement between buildings is not permitted except for designated staff.
- Office Staff/Senior Leaders/other staff in offices/staff room with external windows onto car park move away from windows.
- Staff will be alerted to a partial lockdown via [REDACTED]. Updates will be sent by the same system as appropriate.



Full Lockdown:

In addition to Partial Lockdown procedures:

- All classroom and office doors locked (where a member of staff with keys present)
- Office Staff/Senior Leaders/other staff move away from windows and doors.
- Windows closed, blinds drawn, students sit quietly out of sight of external and internal windows and doors (e.g. under tables or around a corner)
- Registers taken [REDACTED].
- Staff and students remain in lockdown until it has been lifted by a member of SLT/emergency services.

APPENDIX 1

BOMB THREAT CHECKLIST

This checklist is designed to help staff deal with a bomb threat effectively and to record the necessary information. If possible the call should be recorded.

Actions to be taken on receipt of a bomb threat

Record the exact wording of the threat in the box below:

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Ask the following questions and record the answers in the box supplied.

QUESTION	ANSWER
Where is the bomb right now?	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Details of the call:

Time and date of call	
Length of call	
Caller's number if displayed	
Number on which the call was received	
Time the police were contacted	

Details of the caller:

Gender		
Nationality		
Age (estimate)		
Delivery of threat (Please tick)	Well Spoken	
	Irrational	
	Taped message	
	Offensive	
	Incoherent	
	Message read from script	
Background sounds (Please tick)	Street noises	
	House noises	
	Animal noises	
	Motor Vehicles	
	Clear Voices	
	Static	
	PA System	
	Music	
	Machinery	
Other		
Caller's Voice(Please tick)	Calm	
	Crying	
	Angry	
	Nasal	
	Slurred	
	Coughing	
	Excited	
	Disguised	
	Stutter	
	Slow	
	Lisp	
	Deep	
	Hoarse	
	Laughter	
	Familiar:	
Accent:		

Appendix 2

The following messages have been set up on [REDACTED] to send if there is a partial or full lockdown. A text message will initially be sent followed by the email shown. Further email updates will be written and sent depending on the circumstances and info from emergency services.

1. Initial Text Message

This text is to inform you that St Alban's Catholic High School is currently operating a partial lockdown. Further information can be found on [REDACTED]. Please do not phone the school or come to the school until you have been informed it is safe to do so.

2. Initial [REDACTED] Message

Dear Parent/Carer,

St Alban's Catholic High School is currently operating a partial lockdown due a potential external threat that has been received. This is a precautionary measure whilst the local police investigate the situation. All students are safe in their classroom and are following the procedure practised in our lockdown drill. Classes are continuing as normal.

Please do not telephone the school or arrive at the school until you are told that it is safe to do so. This is to ensure that the emergency services can contact us and access the school without any difficulties.

We take all such threats very seriously as the safety of our students is always our top priority. We thank you for your patience and support. We will contact parents/carers again when we have further information.

Your sincerely

The Senior Leadership Team.

Other:

- Once main gates are locked and sign attached to gate, [REDACTED]
- A notice will be attached to the main gate saying lockdown in progress do not block gates or telephone the school to ensure that emergency services can enter. (See examples)
- At the end of the lockdown, staff will meet in the main hall for a debrief
- SLT will ensure that all staff have seen the initial lockdown notice [REDACTED].
- No-one should be leaving or coming in to school except emergency services. If there need to be any exceptions to this the Headteacher must make the decision.
- Teaching assistants should make themselves known to the SLT member in each area. [REDACTED]
- Any teaching staff not teaching should make themselves known to SLT as they may be needed to sit with classes that SLT are teaching at the time.
- Students MUST be told that they may not use their phones until they have been specifically told that they may do so. No calls should be made, just SMS or other messages. No photos or videos must be taken.

SLT deployment

Area	SLT member	Backup
Overall charge – remaining in office and reception	[REDACTED]	[REDACTED]
Technology/Sports	[REDACTED]	[REDACTED]
A block		
Science Block		
Sixth Form		
Main Block Ground Floor		
Main Block First Floor		
Main Block Second Floor		
Office Area		

Potential notice for the front gates:

The school is currently closed to visitors.

Do not enter the school site, block the gates or telephone the school.

Please leave the area. Further information will be available by [REDACTED].