

St Alban's Catholic High School



School Lockdown Policy **(inc. bomb threat)**

Please note that this is the redacted version.

Approved by Finance & Premises Committee on: 20 October 2025

Recommission Date: October 2026

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.

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. This may be actioned immediately or as 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 Lead 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)

- At the end of the lockdown, staff may be asked to meet in the main hall at an agreed time 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 at least 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



Full Lockdown



Staff and students are to remain in lockdown until it has been lifted by a member of SLT or emergency services.



The main office and Finance office may have to evacuate to the SLT offices away from the front of the school. Mobile phones should be used to call the emergency services.

Communication between Parents/Carers and the School

In the event of an actual lockdown, parents/carers will be updated as soon as practically possible using the Arbor text or email system.

Information shared with parents will include:

- They must not contact the school during the lockdown – calls will not be answered. Phone lines are to remain solely for the purpose of contacting emergency providers.
- They must not come to the school – they could interfere with emergency services' access to the school and may put themselves and others in danger. No students will be released during a lockdown.
- Students are not to use their mobile phones. No 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 is doing everything possible to ensure the children's safety.



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

Immediate Action



Evacuation Procedures



- 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 Lead 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 discuss with the Headteacher 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



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:

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

Appendix 2

The following messages have been set up on Arbor 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. Please do not phone the school or come to the school until you have been informed it is ok to do so.

2. Initial Arbor 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 contact the school or attempt to arrive at the school until further notice. This is to ensure that the emergency services can contact us and access the school without any disruption. Students will not be released from their classes during the lockdown. This is for their own safety.

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

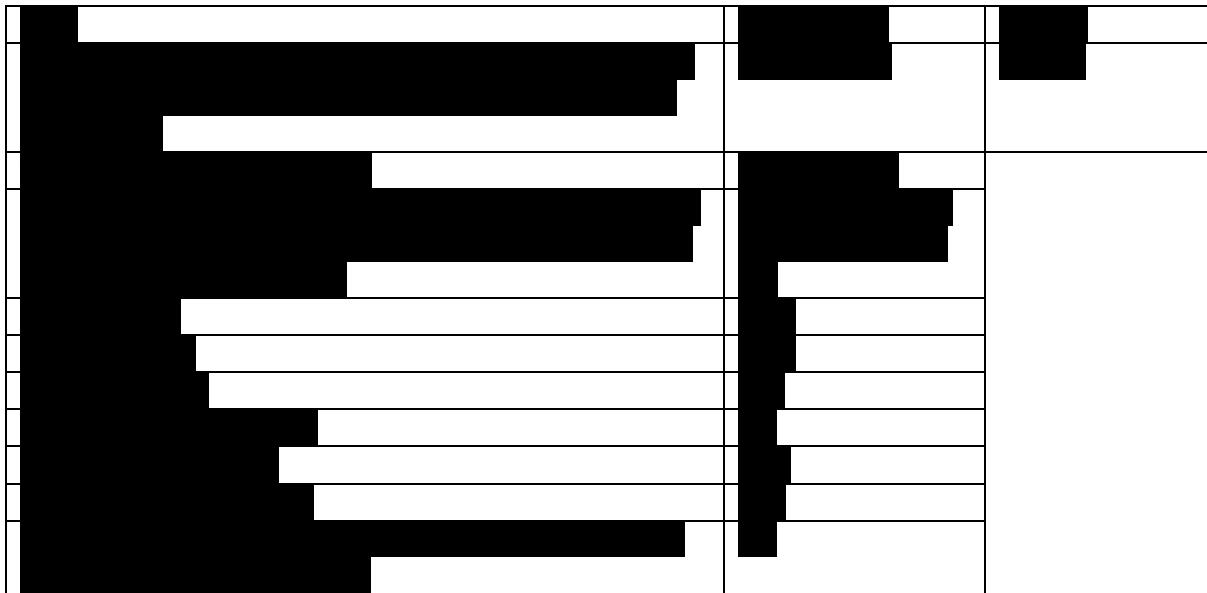
Your sincerely

The Senior Leadership Team.

Other:

A large black rectangular redaction box covers several lines of text, likely containing sensitive information such as emergency contact details or specific lockdown procedures.

SLT deployment



Potential notice for the front gates:

**The school is currently in an emergency
lockdown.**

Move away from the gates. Do not enter the school site. Do not block the gates. Do not telephone the school.

Please leave the area. Further information will be available by email as required.