



The Cavendish School Lockdown Procedures

Updated: 11-25
Produced by: KED

Next Review: 11-28
Approved by: SHCC

These Procedures apply throughout the School from EYFS to Year 6.

Introduction

Lockdown procedures 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 pupils, staff and visitors in the School. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors on the School site.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to pupils, staff and visitors in the School)
- An intruder or intruders on the School site (with the potential to pose a risk to pupils, staff and visitors)
- A warning being received of a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the School
- The close proximity of a dangerous dog roaming loose
- A crisis situation in London
- On the advice of the emergency services

NB: Some threats may require a combination of lockdown and evacuation procedures, for example:

- Hostage situation: If someone is taken hostage on the School site, the School should seek to evacuate the rest of the site while implementing lockdown in the risk area

Some threats are likely to require evacuation procedures only, for example:

- Fire threat on site
- Bomb threat on site

In the event of a threat, consideration should always be given to whether it is safer to remain on the School site than to evacuate. This decision will be taken by the Crisis Management Team.

What is dynamic lockdown?

“Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).” NaCTSO Guidance Note 1/2015: Developing Dynamic Lockdown Procedures.

Staff roles

- Head - decides lockdown type
- Senior Deputy Head - activates Crisis Plan
- Bursar - liaises with emergency services
- Site Manager – secures main entrance
- Office Staff - activate lockdown signal
- Teachers - secure classrooms, account for pupils

The School's Lockdown Plan – displayed in all rooms of the School

Signals		
Lockdown signal	School Office message via telephone system/speakers	See below for different announcement types
Signal for all clear	School Office message via telephone system/speakers and verbally from SLT member via walk round	'LOCKDOWN OVER, LOCKDOWN OVER, LOCKDOWN OVER'
Lockdown types		
1. Intruder lockdown Tannoy announcement will be: 'LOCKDOWN, LOCKDOWN, LOCKDOWN'	Pupils locked in classrooms by teacher out of sight line of e.g. intruder (except class in Room 11 to move into Room 12) If there are any pupils/staff in the Hall when the instruction is heard, they should go into lockdown in St. Mary's – detail below Office staff to gather in Bursar's office SLT to sweep corridors and communal areas – detail below	<ul style="list-style-type: none"> - Lock the room door and lower the blind/s, move out of line of sight - Gather with the children out of direct line of sight of the door panel and away from <u>external</u> windows - Secure external doors, fire doors, internal doors (where locks exist) and all windows - Keep as quiet as possible - Silence mobiles and use silent or discreet methods of communication, if possible
2. Bomb lockdown Tannoy announcement will be: 'LOCKDOWN MOVE, LOCKDOWN MOVE, LOCKDOWN MOVE'	Everyone to do the same as above <u>except those in St. Mary's and St. Luke's</u> : <ul style="list-style-type: none"> - St. Mary's to gather in the Hall - St. Luke's to walk through dining room and use gym store corridor to gather in the gym 	<ul style="list-style-type: none"> - Lock the room door and lower the blind/s - Gather with the children out of direct line of sight of the door panel and away from <u>external</u> windows - Secure external doors, fire doors, internal doors (where locks exist) and all windows - Keep as quiet as possible

Lockdown procedure

1. Signal

The School Office will issue a tannoy message via the School internal telephone system and speaker system in the Hall, Gym, Dining Room and Kitchens and Gatehouse corridor. **It is essential that staff do not pick up the telephone receivers.**

2. Type of lockdown announced

The signal, repeated three times, will announce the type of lockdown: either *intruder lockdown (lockdown, lockdown, lockdown)* or *bomb lockdown (lockdown move, lockdown move, lockdown move)*.

3. Parents informed

Parents and guardians (hereafter 'parents') will be informed by the School Office via email as soon as practicable via iSAMS and the School website (only when the Crisis Management Team deems appropriate via guidance from the emergency services) that the School is in lockdown (see Communication below).

4. During lockdown

The School will remain in lockdown until further notification from SLT members in person. Staff should await instructions and not call the School Office, as this will tie up telephone lines that are needed for contacting the emergency services and communicating instructions.

Staff who control alarms linked to police response (Site Manager, Bursar and front office) should carry them with them at all times as an alternative way of contacting the emergency services.

5a. Intruder lockdown procedure

Intruder lockdown is used when there is a threat on School premises, e.g. an intruder.

Staff must ensure that:

- Pupils are locked in their classroom with their class teacher. If there are any pupils/staff in the Hall when the instruction is heard, they should go into lockdown in St. Mary's:
 - Year 6s in the classrooms above their own (in with the Year 5s)
 - Year 5s in their own classrooms
 - Year 4s in the maths room and the top landing
 - Years 3s in the first-floor toilets
 - Year 2s and 1s in the first-floor classrooms
 - Nursery and Reception in the 4M classroom on the ground floor
- Pupils and staff in the playground are alerted by an SLT member and mustered in the Gym
- Pupils of visiting music teachers are gathered in the largest teaching room (Room 50) away from the window and in the music corridor, the door at the top of the stone stairs is locked and its blind lowered
- Pupils outside the building or off-site with staff are escorted by staff to Our Lady of Hal

Church

- Staff offsite with pupils are phoned by the School Office on their School mobiles to inform them of lockdown status
- SLT check corridors and toilets for pupils, staff or visitors:
- SLT will go to one building each and make sure pupils, staff and visitors who are not in a room are directed to the closest room:
 - TZL – to deputise for absent SLT, or remain in the front office to coordinate
 - JOH – St. Mark's
 - CAM – St. Luke's and Gatehouse
 - SHCC – St. Mary's
 - KED – Admin
- Register/head count taken
- All external doors and, as necessary, windows are closed
- Blinds (where installed) are drawn
- Internal classroom doors are closed, locked or blocked
- Lights, whiteboards and computer monitors are turned off
- Pupils and teachers gather out of the intruder's sightlines
- Staff ask pupils to sit quietly
- Staff encourage pupils to keep calm
- Once in lockdown mode, SLT will check headcount with staff and verbally notify the School Office immediately of any pupils not accounted for and instigate an immediate search for anyone missing
- As appropriate, the School Office will establish communication with the emergency services and will notify the Camden Council Emergency Management Team (see contact details p.8)
- If it is necessary to evacuate the building (e.g. for fire or bomb threat), the fire alarm will be sounded and the usual fire drill procedure will take place
- Pupils will not be released to parents during lockdown

5b Bomb lockdown procedure

Bomb lockdown is used when there is a suspect device or package on or near the School premises.

Staff must ensure that:

- The steps in 5a above are followed except those in St. Mary's and St. Luke's:
 - St. Mary's to gather in the Hall
 - St. Luke's to walk through the dining room and use the gym store corridor to gather in the gym

6. End of lockdown

Lockdown continues until notice is given.

Once the situation has been assessed as safe, *Lockdown over* will be announced by the School Office via the School's internal telephone system and speaker system. In addition, SLT members will walk around the School to confirm to staff that lockdown has ended, whereupon normal activities can resume.

Parents will be informed by the School Office that lockdown has ended (see Communication below).

A lockdown checklist can be found in the Appendix hereto.

Intruder procedure

Unless accompanied by a delegated member of staff through the Arlington Street side entrance, all visitors and suppliers to School must enter by the main Inverness Street entrance, sign in at the School Office and receive a visitor pass to be worn and clearly displayed at all times. Any visitors without a visitor pass are classed as intruders and can be asked to leave the School site immediately.

From time to time, staff may be confronted by an obvious intruder on the School site, or may need to confront somebody who does not appear to have a legitimate reason for being on site.

In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with them to help deal with the intruder
- Ask a third staff member who is not involved to call the School Office
- Risk assess the situation, taking into account their own safety and that of children and other adults on the School site
- Attempt to direct the intruder off the School site. Use casual conversation and/or body language to direct the situation calmly
- If the intruder refuses to cooperate, do not escalate the situation. Contact the School Office to have the emergency services called
- If the intruder shows a weapon, assure them that it is not necessary to consider using the weapon. At this point, back away slowly and leave the area and as soon as it is safe to do so, report the situation to the School Office and have the emergency services called immediately
- SLT may decide to initiate lockdown
- Staff who control alarms linked to police response should use this as an alternative way of contacting the emergency services

Communication between the School and parents

Parents are reminded that they should never let anyone onto the School site. If they have any concerns about anyone on the School site, they should alert the School Office.

School lockdown procedures, especially arrangements for communicating with parents, will be shared routinely with parents either via email using iSAMS or via the School website and Newsletter.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen so that they:

- Are reassured that the School understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety
- Do not need to contact the School. Calling the School could tie up telephone lines that are needed for contacting emergency services
- Do not come to the School. They could interfere with emergency services' access to the School and may even put themselves and others in danger

- Wait for the School to contact them about when it is safe for them to come and get their children and from where
- Be aware that they should not expect their child to call them from the School as the lockdown situation requires silence in order not to alert an intruder to the presence of children and staff. If their child's stay at School is extended beyond the regular time, they will receive information about the time and place that they can pick up their child

The following message will be sent to parents at the start of lockdown by email via iSAMS and displayed on the School website

The Cavendish School has entered lockdown. Everyone is safe and well. Please be assured that we are looking after your children. Do not come to School, phone, email, or otherwise contact us – we need to keep our lines of communication open. We will inform you as soon as the lockdown is over. Updates will be posted on our website.

The following message will be sent to parents at the end of lockdown by email via iSAMS and displayed on the School website

The Cavendish School has come out of lockdown and will resume normal activities. All our pupils and staff are safe. Your children may wish to discuss lockdown at home and we would encourage you to do so in a reassuring way.

Follow-up

A letter will be sent to parents as soon as practicable after any serious incident which results in a lockdown to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances. Support, e.g., counselling, may be offered if appropriate.

Emergency services

It is important to keep open lines of communication with the 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 the emergency services, depending on the severity of the incident that has triggered the lockdown.

The Head will liaise with the emergency services on the timing of communication to parents.

It is of vital importance that all members of the School staff are familiar with the School's lockdown procedures. To ensure this, a lockdown drill will be undertaken at least once a year.

Staff will always have advance notice of a lockdown drill, therefore, if the lockdown signal is heard without warning staff must assume it is a genuine lockdown and not a drill.

Contact details

Camden Council Emergency Management

Contact Name: Michael Hrycak

Contact Position: Community Delivery Manager

Telephone: 020 7974 4444 (daytime), 020 7974 4444 (Out of office hours)

E-mail: emergencyplanning@camden.gov.uk

NaCTSO

Confidential hotline: 0800 789 321

www.nactso.gov.uk

Linked policies

- Bomb Threat Procedures
- Crisis Management Policy
- Fire Risk Prevention Policy & Procedures
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Visitors and Visiting Speakers Policy

Reference

NaCTSO Guidance Note 1/2015: Developing Dynamic Lockdown Procedures

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf

Protect UK Guidance: Protective Security Advice and Guidance <https://www.protectuk.police.uk/>

Department for Education 'School and College Security' (2024)

<https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security>

Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

<https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-overarching-factsheet>

APPENDIX: LOCKDOWN CHECKLIST

Intruder lockdown

Lockdown Step	Response	Responsibility	Tick	Sign	Time
1.	Give lockdown signal <i>"Lockdown, lockdown, lockdown"</i>	School Secretary			
2.	Alert staff and pupils in playground	SLT			
3	<p>Ensure all pupils are inside classrooms or other school rooms. If this is not possible, direct pupils away from intruder sightlines if this will improve their safety</p> <p>If there are any pupils/staff in the Hall when the instruction is heard, they should go into lockdown in St. Mary's</p> <ul style="list-style-type: none"> - Year 6s in the classrooms above their own (in with the Year 5s) - Year 5s in their own classrooms - Year 4s in the old maths room and the top landing - Years 3s in the first floor toilets - Year 2s and 1s in the first floor classrooms - Nursery and Reception in the 4M classroom on the ground floor 	Teachers (incl. visiting music teachers) responsible for pupils in their care			
4	Lock/secure external and internal entrance points (e.g. doors, windows) to prevent intruder(s) entering the building and to restrict intruder movement within the building	<p>External: Site Manager</p> <p>Internal: SLT as follows:</p> <p>Admin TZL</p> <p>St Mary's SHCC</p> <p>St Luke's & Gatehouse ROP</p> <p>St Mark's JOH</p>			
5	Dial 999	School Secretary			
6	<p>Take action to increase protection from attack:</p> <ul style="list-style-type: none"> • Keep out of intruder sightlines • Draw curtains/blinds where installed • Turn off lights • Stay away from doors and windows • Keep as quiet as possible 	Each teacher (incl. visiting music teachers) responsible for pupils in their care			
7	Ensure that pupils, staff and visitors are aware of an exit point in case intruder(s) manages to gain access	<p>Classrooms: teachers</p> <p>Rest of building: SLT on walk round</p>			
8	If possible, check for missing/injured pupils, staff and visitors	Teachers (incl. visiting music teachers)			
9	Remain inside until the all clear signal has been given, or unless told to evacuate by the emergency services	<p>Front office or deputising TZL</p> <p>Admin KED</p> <p>St Mary's SHCC</p> <p>St Luke's & Gatehouse ROP</p> <p>St Mark's JOH</p>			
10	Give Lockdown ended signal	School Secretary			

Bomb lockdown

Lockdown Step	Response	Responsibility	Tick	Sign	Time
1.	Give lockdown signal <i>"Lockdown move, lockdown move, lockdown move"</i>	School Secretary			
2.	Alert staff and pupils in playground	SLT			
3	<p>Ensure all pupils are inside classrooms or other school rooms, <u>except those in St. Mary's and St. Luke's</u>:</p> <ul style="list-style-type: none"> - St. Mary's to gather in the Hall - St. Luke's to walk through dining room and 	Teachers (incl. visiting music teachers) responsible for pupils in their care			

	use gym store corridor to gather in the gym				
5	Dial 999	School Secretary			
6	Take action to increase protection by staying away from the perimeter of the School	Each teacher (incl. visiting music teachers) responsible for pupils in their care			
7	Ensure that pupils, staff and visitors are aware of an exit point in case evacuation is required	Classrooms: teachers Rest of building: SLT on walk round			
8	If possible, check for missing/injured pupils, staff and visitors	Teachers (incl. visiting music teachers)			
9	Remain in protected space until the all clear signal has been given, or unless told to evacuate by the emergency services	Admin TZL St Mary's SHCC St Luke's & Gatehouse ROP St Mark's JOH			
10	Give Lockdown ended signal	School Secretary			