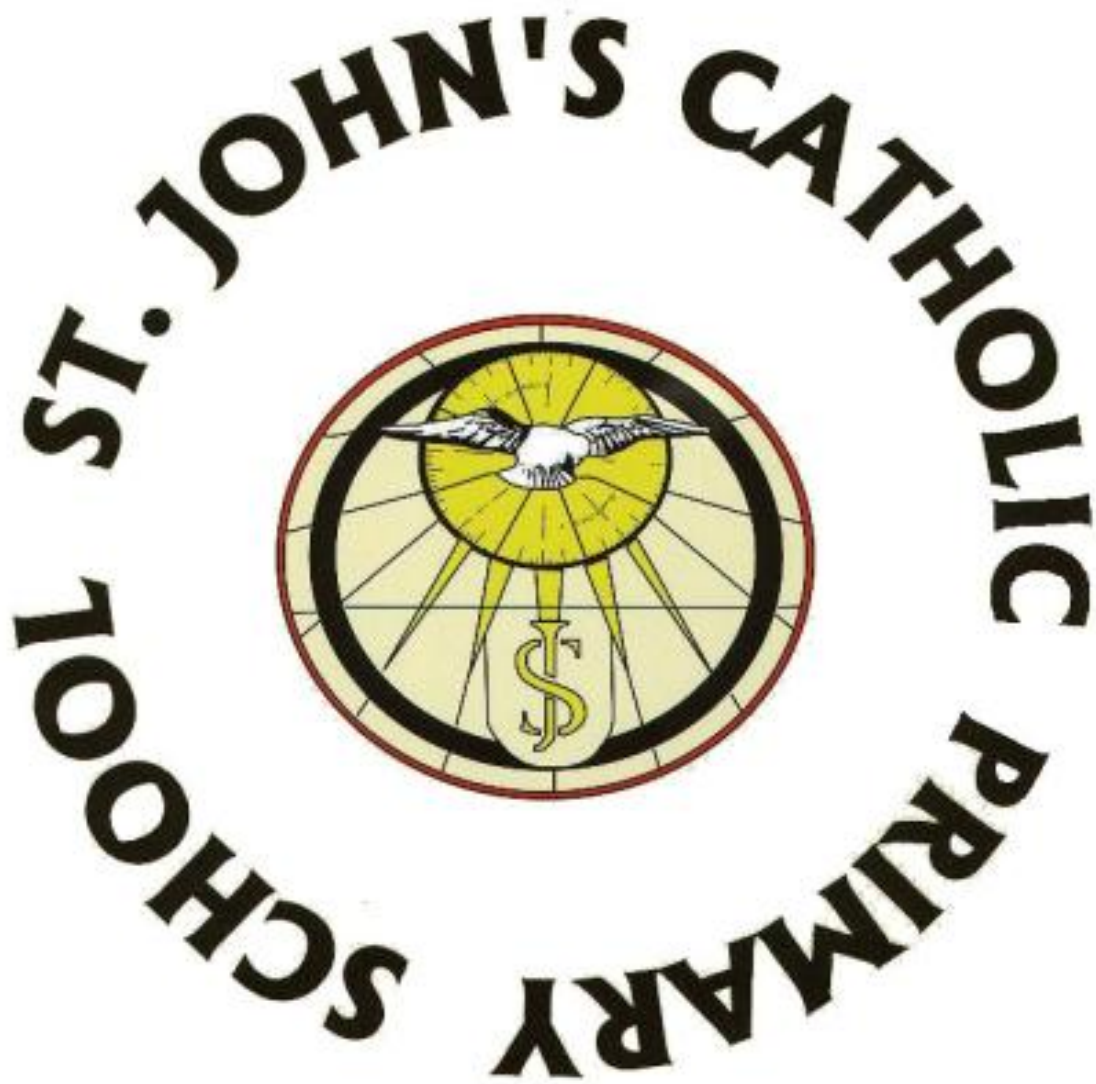




Protective Security Policy

February 2026

Our Mission Statement

The Mission of St. John's Catholic Primary School is to grow and learn in the footsteps of Jesus by being: responsible, caring, prayerful, creative, independent, thoughtful, curious and respectful. We live our Mission by:

- Ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith
 - Delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
 - Developing policies and schemes of work which recognise that R.E. is an integral part of the curriculum
 - Developing sound teaching and effective classroom management
 - Generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
 - Using a variety of teaching approaches that reflect the needs of individual pupils
 - Participating in projects which focus on the needs of others including local and international charities
- St. John's is a Catholic voluntary aided primary school, established by the Church to serve the parishes of St. John the Baptist, Trowbridge, St. Bernadette's, Westbury and St. Thomas More, Bradford-on-Avon.

Lockdown Procedures

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 staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. Typical, albeit infrequent, instances when a lockdown might be appropriate include:

- an incident or civil disturbance in the local community which might impact on the school
- an intruder on the site with the potential to pose a risk to pupils, staff and visitors (note - this is a very rare occurrence in schools)
- a dangerous dog/animal roaming free close to the school.
- a warning being received regarding a local risk of air pollution
- a major fire near to the school

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately by a message appearing on their laptop via the Net Support Notify system, or by the sounding of 6 whistle blasts. Staff who are leading Forest School sessions and kitchen staff will be notified by walkie talkie that the school is in lockdown and that they must return to the school building via a verbal message and 6 whistle blasts through the alkie talkie.

Procedures

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's outside doors where it is possible to remain safe.
2. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/ locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Teachers to ensure that all playground doors are locked. Lights to be turned off. Mobile phones are put on silent mode and no external communications by staff.

3. Children, adults (e.g. volunteers, visitors.) 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 lockdown procedure is engaged.
4. No adult or child to leave the room for any reason whilst in lockdown.
5. Office staff to take the cordless phone, grab bag and a walkie talkie and move to the back-office corridor, ensuring that the front door, office doors and the corridor door are locked.
6. Catering Staff to close and lock the door to the kitchen and turn off lights and ensure that the hall doors are locked.
7. If practicable staff should notify the SBM on admin@st-johns-trowbridge.wilts.sch.uk that they have entered lockdown and identify those children not accounted for and of any extra children who are now in lockdown in their room with them. Office staff to instigate an immediate search for missing pupils.

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimize movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by Headteacher, Deputy Head, Inclusion Lead or SBM or Emergency services in person that there is an 'all clear'.

As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles

1. Headteacher, Deputy Headteacher (or School Business Manager (SBM) in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Head or Deputy to call police and follow lockdown flowchart and action card.
3. If a class is out of school e.g. at the library, church or on a trip they should take a mobile phone and admin staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
4. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
5. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

1. If necessary parents will be notified as soon as it is practical to do so via Parentmail.
2. Parents will be told: ‘..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...’
3. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. The St John’s Parish Centre behind St John the Baptist Catholic Church on Wingfield Road is designated as the parents meeting point where they will be met by the Deputy Headteacher.
4. Pupils will not be released to parents during a lockdown.
5. Parents will be asked not to call school as this may tie up emergency lines.
6. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.
7. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents 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. Parents will previously have been issued with guidance covering lockdown procedures

Lockdown drills

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Parents will be informed on the day when a practice lockdown drill has taken place.

Partial lockdown (sheltering)

A partial lockdown is where free movement within the school site may be permitted. This might be in response to a situation where there is a generic risk to the local community such as smoke from a nearby fire or other air quality concerns created by a road traffic or an industrial accident.

The partial lockdown will be signaled in the same way as lockdown and staff should follow the same procedures and await further instructions from the Headteacher or Deputy Headteacher.

Evacuation

The building will be evacuated in the event of a fire or suspected fire in the school building, or a bomb threat. This will be signaled by the fire alarm being set off. All occupants of the building should evacuate, closing doors and windows behind them and muster at the bottom of the playing field where a roll call will be taken. All medication stored in the classroom and the fire register should be taken out of the building by the class teacher. Office staff will bring duplicate fire registers, the emergency grab bag and staff and visitor signing in records. Fire wardens will communicate during this period using walkie-talkies and no one should re-enter the building without their prior authorization or guidance from the fire service.

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. A copy of this policy will be shared with the local police.

This policy has been approved and adopted by the Governing Body on: 24th February 2026

Head teacher : Mrs K O'Rourke

Chair of Governors : Mrs Clare Doogue

Review cycle:	Biannually
Next review due:	February 2028