

Shireland Collegiate Academy Trust Policy

Security Policy

Committee and Date Approved	Trust Board – Summer 2026
Category	Statutory – DfE
Next Full Review Date	Annually – Summer 2027
Policy Availability	Trust Website
Officer Responsible	CEO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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Record of Amendments & Notable Changes to Legislation

Version Number	Date	Change	Amended By
V1	March 2025	• New policy separating from Emergency Plan to become standalone.	Mr C Adderley Mr A Fletcher
V2	June 2025	• Changed Policy title from “Lockdown” to “Security” policy • Updated CEO as of September 2026 • Added requirements in line with Martyn's Law ○ Evacuating ○ Invacuating	Mr C Adderley
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Statement of Intent

Shireland Collegiate Academy Trust (S-CAT) is committed to ensuring the safety and welfare of all students, staff, and visitors in the event of a serious incident or emergency that requires a full or partial lockdown. This policy outlines the procedures to be followed in such situations to minimise risk and ensure a swift, organised response.

The Security policy is designed to:

- Protect students, staff, and visitors from external and internal threats.
- Provide clear guidance on how to respond in a lockdown situation.
- Ensure effective communication and coordination during an emergency.
- Support compliance with statutory health and safety requirements.

In the event of a lockdown, it may be challenging to follow all procedures. However, the primary responsibility of Principals is to ensure that staff and students are familiar with the lockdown plan. Ultimately, the top priority is ensuring the safety of all staff and students during the lockdown activation.

In line with requirements of the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law which applies to schools if it's reasonable to expect 200 or more people to be present at once, even if this only happens from time to time. S-CAT have put the following protection procedures in place:

Security Legislation

This policy is based on advice from the Department for Education on Protective security and preparedness for education settings and the following legislation:

- [School and college security - GOV.UK](#)
- [School and college security - GOV.UK](#)
- [Site security guidance - GOV.UK](#)
- [Protective security and preparedness for education settings.pdf](#)
- [How Martyn's Law will affect education settings - GOV.UK](#)

Responsibilities

Principal / Vice / Assistant Principal

- Inform the CEO and marketing of a confirmed lockdown.
- Ensure that all staff members receive comprehensive annual training on lockdown procedures.
- Assess the situation and make the decision to initiate a lockdown.
- Communicate with emergency services and local authorities.
- Ensure parents are informed as appropriate.

Teachers & Support Staff

- Secure doors and windows immediately.
- Keep students calm and out of sight.
- Follow lockdown instructions and await further guidance.

Site Team

- Ensure external access points are locked.
- Assist emergency services if required.
- Monitor CCTV for security threats.
- Regular testing of the lockdown alert system

Types of protection procedures

- **Evacuating** people from the school
- **Invacuating** people to a place in the school where they are safer
- **Lockdown** to prevent people entering or leaving the school
- **Communicating** with people during an incident, to alert them to danger and give instructions about what to do

Lockdown Procedures

The following section outlines the lockdown procedures set out by the Trust.

Levels of Lockdown

There are two levels of lockdown:

Level - Partial Lockdown

A partial lockdown is instituted when there is a potential threat in the vicinity of the school, but immediate danger is not apparent. This measure ensures heightened vigilance and preparedness.

Actions include:

- Securing all external doors and windows.
- Restricting movement inside the building.
- Continuing normal indoor activities with heightened security.
- Awaiting further instructions from senior leadership and emergency services.

Level - Full Lockdown

A full lockdown is implemented when there is an immediate threat to the school, such as an intruder or violent incident. Actions include:

- Locking all external and internal doors (wherever safe to do so)
- Instructing students and staff to stay in secure locations.
- Switching off lights and electronic devices. (Apart from teaching staff switch mobile phones to silent)
- Remaining silent and out of sight.
- Await further instructions from senior leadership or emergency services.

Initiation of Lockdown

A lockdown will be initiated through the following means:

- **Alarm Signal:** A designated lockdown alarm (**distinct from the fire alarm**).
- **NetSupport Notify:** This will pop up on screens on your laptops and computers, for those schools who have this in place.
- **Personal Notification:** Direct communication from senior leadership or designated staff.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, chemical spillage etc).
- A major fire in the surrounding area of the school
- Serious weather conditions
- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

During lunchtime or movement around the building

Students are instructed to proceed immediately to the nearest safe and secure location—not to their designated classroom or form group. The priority is to minimize exposure and movement around the school.

- Do not delay seeking shelter to locate a specific teacher or peer group.
- Staff should secure students in their current location and not send them elsewhere.
- Registration during lockdown is not expected or required in the moment, as students may not be with their regular teacher or form group.
- Once the lockdown has ended, roll call and reconciliation of students will take place through established post-incident procedures.

This approach ensures student safety over administrative tracking during the critical moments of a lockdown.

Lockdown Action Sheet

Lockdown – Response			Tick / Sign / Time
Principal & SLT informed of incident. Dial 999. Dial once for each emergency service that you require			
Notify staff using the alert system defined in the ‘Appendix 1 - Local Lockdown Processes’ section			
When safe to do so notify the CEO and Marketing Director for support on media and communication.			
Role	Appointed Person	Number	
CEO	Mr Qamar Riaz		
Deputy CEO			
Marketing Director	Mr Kris Griffin		
Ensure all pupils are inside the Academy building.			
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building			
Ensure people take action to increase protection from attack: - Sit on the floor, under tables or against a wall - Keep out of sight - Pull down blinds where possible - Turn off lights - Stay away from windows and doors - Staff to support children in keeping calm and quiet			
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access			
If possible, check for missing / injured pupils, staff and visitors.			
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services			

Communication During Lockdown

To reduce mass panic and increased communication to the school / trust from parents we aim to reassure all using communication templates found in [appendix 2](#), [3](#) and [4](#).

Lines of communication with Emergency Services will be kept open as they are best placed to offer advice as a situation unfolds. The Academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

- Internal communication should be limited to essential messages only.
- Mobile phones should remain on silent mode.
- External communication with parents should be managed by designated staff.
- Emergency services will provide further instructions on how to proceed.
- For off-site visits the Principal should inform the EVC (educational visits leader), not to return the Academy until the all clear is given.

All-Clear Signal

The lockdown will only be lifted once a clear signal is given by the Headteacher/Principal or emergency services. This may be communicated through:

- An all-clear verbal announcement.
- A coded message for staff awareness.
- Confirmation from law enforcement or school senior leadership.

Post-Lockdown Procedures

- Conduct a roll call to ensure all students and staff are accounted for.
- Provide counselling support if necessary.
- Review and assess the effectiveness of the lockdown procedure.
- Communicate with parents and stakeholders about the incident.
- Complete the [Lockdown Activation Form](#) to record the incident to the Trust.

Evacuation Procedures

Evacuation should be the **exception** in the event of a dangerous intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building. Academies would follow their Fire Evacuation Plan processes are documented within Appendix 1 – Evacuation Procedures

Invacuation (shelter) Procedures

Invacuation means moving people inside a building to protect them from a threat that's outside school's premises, such as extreme weather, environmental hazard or a suspected terrorist attack nearby. Academies would follow the Emergency Plan, procedures are documented in Appendix 1.

Although there are some important similarities, invacuation is different to a lockdown. A lockdown is necessary when there is a dangerous intruder on the premises. A lockdown or evacuation might be needed before or after an invacuation depending on how the situation develops.

Training & Drills

Training

- All staff members will receive comprehensive annual training on lockdown procedures. This training should cover the different types of lockdowns, the specific actions required for each type, and the roles and responsibilities of each staff member during a lockdown.
- Students will be briefed on the lockdown protocols upon joining the school. This briefing should include an overview of the lockdown procedures, the different types of lockdowns, and the specific actions required for each type.
- Include practical exercises and role-playing scenarios to help staff understand and remember the procedures. This can also help identify any areas where additional training may be needed.
- Unfamiliar staff and students will be briefed on lockdown protocols upon joining the school.

Lockdown Drills

- Conduct lockdown drills at the start of each term to ensure that everyone knows exactly what to do in such a situation. These drills should be unannounced to simulate real-life scenarios and help staff and students react appropriately under pressure.
- After each drill, hold a debriefing session to discuss what went well and what could be improved. This feedback should be used to update the lockdown procedures and training materials as needed.
- Complete the [Lockdown Activation Form](#) to record the drill to the Trust.

Evacuation Drills

- DfE guidance recommends you practise at the start of each term.

Invacuation Drills

- DfE guidance recommends you practise at the start of each term.

Review & Policy Updates

This policy will be reviewed annually or after any significant incident. Amendments will be made as necessary to ensure the highest level of safety and security for all members of the school community.

Appendix 1 - Local Procedures

Local Lockdown Procedures

Security lockdown signals

Alarm or signal	Agreed Signal
Alarm or signal for lockdown Write your agreed signal here and make sure everyone is aware of it For example: • Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell) • Public address (PA) system • Internal message systems • Pop up on employee computers or internal messaging systems • Word of mouth	
Signal for all clear Write your agreed signal here and make sure everyone is aware of it For example: • Separate dedicated 'lockdown' alarm tone • PA system • Internal message systems	

Staff Roles (*Where safe to do so*)

Staff	Role
Office Manager / Receptionist / Admin Assistant	Ensure that the front door is locked and police called if necessary. Activate alert system.
Principal / Vice Principal / SLT / Site	To lock the other entrances. Activate alert system.
Individual teachers/ LSA's lock/	Close classroom door(s) and windows. Nearest adult to check exit doors
Catering Manager	Close windows and turn off lights

Staff will be notified that lock down procedures are to take place immediately on hearing the alert system.

During a lockdown everyone is expected to follow the “CLOSE” procedure:

C - Close all windows and doors

L - Lock up

O - Out sight and minimise movement

S - Stay silent and avoid drawing attention

E - Endure. Be aware you may be in lockdown for some time.

1. Signal will activate a process of children being escorted into the Academy building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe. Staff to support children in keeping calm and quiet.
2. Office staff will also send an email to all staff explaining school is now in lockdown and everyone is to stay in their room until told otherwise by Principal or member of SLT/EMT.
3. At the given signal, the children remain in the room 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. Lights, Smart boards and computer monitors to be turned off.
4. As soon as possible once returned to their classrooms, teachers to conduct a register and notify the reception and principal immediately of any pupils not accounted for via email and of any extra children who are now in lockdown in their room with them.
5. Children, staff or visitors not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
6. A member of staff from each year group to ensure area doors are closed / locked and to check no pupils are in toilets.
7. Once area is locked ensure nobody leaves the classroom during a lockdown under any circumstances.
8. Staff in PPA to lockdown in the staffroom or workroom; remaining quiet with no kettles on.
9. Catering staff to close and lock their door and to contact the office via phone informing all are present.

If a class is out of school e.g., on a school trip, office 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.

Where to go if not in your classroom in the event of a lockdown:

You are:	→	Go to:
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Our safe assembly points	Where should pupils and staff be locked down or shelter? This could be classrooms, the hall, sports hall or offices. Designate somewhere for visitors to lock down. Specify suitable locations depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall or sports hall, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.
Secure entrance and exit points	Identify how to quickly secure these. Remember these may be more than just doors and gates – for example, windows and air vents. Think about security against different types of risk, such as intruders or releases of gas pollution.
Bring pupils inside	What steps can you put in place to make sure pupils are brought inside as quickly as possible? For example, have a means of communicating a lockdown alert to staff at break times or while outside for lessons. How will you track pupils entering the building? How will this be logged centrally? Who will be responsible for tracking this?

Steps to increase protection	For example: • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobiles phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	What channels could be used for staff to communicate with each other? For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs (think about whether they can be seen by an intruder). Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents during a lockdown	Consider how you will let parents know. A combination of text and email should work, as you're using more than 1 channel to communicate with them. You could also ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	Are there any pupils or staff with additional needs who require specific arrangements? List specific arrangements here, along with who is responsible for carrying them out.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	How will an evacuation be communicated if needed? Where will you go? List an alternative place of safety which is pre-arranged (another school, a college, leisure centre). Name: Type of venue: Contact name and number: Include useful info such as distance from school, directions, capacity and opening hours.

Security lockdown drills	<i>What schedule will you use for drills? DfE guidance recommends you practice at the start of each term.</i> <i>How will you inform pupils and parents in advance? For example, by talking to pupils in assembly and sending a letter to parents.</i>
Consider any specific arrangements that may be needed for staff or students with disabilities or other special needs and include these in the lockdown procedures	

Local Evacuation Procedures

Evacuation Signals

Evacuation Signals	Agreed Signal
Alarm or signal for evacuation Write your agreed signal here and make sure everyone is aware of it. Ideally, a fire alarm should not be used for a terrorist-related evacuation. For example: • Dedicated 'evacuation' alarm tone (e.g. 5 10-second bursts of school bell) • Public address (PA) system • Internal message systems • Pop up on employee computers or internal messaging systems • Word of mouth	
Signal for all clear Write your agreed signal here and make sure everyone is aware of it For example: • Separate dedicated 'all clear' alarm tone • PA system • Internal message systems • Word of mouth	

Identified Assembly Point

This can include other buildings away from your site that you have prior agreement to evacuate to.

Assembly Point Name	Location	Direction from Site	Distance from Site (100M+, 200M+, 400M+)	Capacity – Number of people who can safely evacuate there

Evacuation Plan

Bring pupils outside	<i>What steps can you put in place to make sure pupils are brought outside as quickly as possible?</i> <i>How will you track pupils leaving the building?</i> <i>Who will be responsible for tracking this?</i>
Internal communication during an evacuation	<i>What channels could be used for staff to communicate with each other? For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs (but think about whether they could be seen by an intruder). Communication methods should ideally enable 2-way communication.</i>
Communication with parents/carers during an evacuation	<i>Consider how you will let parents/carers know. For example, a combination of text and email could be helpful to make sure the message reaches everyone.</i> <i>You should ask parents/carers not to come to the school. You could also ask them not to call the school, as this will tie up lines that would be used to contact emergency services.</i>
Arrangements for pupils or staff with additional needs	<i>Are there any pupils or staff with additional needs who require specific arrangements? List specific arrangements here, along with who is responsible for carrying them out.</i>
Evacuation duration	<i>The school should remain evacuated until a senior member of staff or the emergency services confirm it is safe to re-enter the premises.</i>

Local Invacuation (shelter) Procedures

Invacuation Signals

Invacuation Signals	Agreed Signal
Alarm or signal for Invacuation Write your agreed signal here and make sure everyone is aware of it. For example: • Dedicated 'evacuation' alarm tone (e.g. 5 10-second bursts of school bell) • Public address (PA) system • Internal message systems • Pop up on employee computers or internal messaging systems • Word of mouth	
Signal for all clear Write your agreed signal here and make sure everyone is aware of it For example: • Separate dedicated 'all clear' alarm tone • PA system • Internal message systems • Word of mouth	

Protected Spaces Inside

Where should pupils and staff shelter? This could be classrooms, the hall, sports hall or offices. Designate somewhere for visitors to shelter.

When identifying protected spaces, think about different types of incident. For example, to protect from bomb attacks, protected spaces typically have substantial walls and offer low risk from flying glass from windows. It should be possible to lock or barricade the entrances/exits to the protected space if lockdown becomes necessary.

Location	Capacity – Number of people who can safely invacuate there

Invacuation Plan

Bring pupils inside	What steps can you put in place to make sure pupils are brought inside as quickly as possible? For example, have a means of communicating an invacuation alert to staff at break times or while outside for lessons. How will you track pupils entering the building? Who will be responsible for tracking this?
Steps to increase protection	For example: • Lock and screen doors • Turn off fans or mobile air conditioning units (this will reduce the risk of exposure to any airborne chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during invacuation	What channels could be used for staff to communicate with each other? For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs. Communication methods should ideally enable two-way communication.
Communication with parents/carers during invacuation	Consider how you will let parents/carers know. For example, a combination of text and email could be helpful to make sure the message reaches everyone. You should ask parents/carers not to come to the school. You could also ask them not to call the school, as this will tie up lines that would be used to contact emergency services.
Arrangements for pupils or staff with additional needs	Are there any pupils or staff with additional needs who require specific arrangements? List specific arrangements here, along with who is responsible for carrying them out.
Invacuation duration	The school should remain invacuated until a senior member of staff or the emergency services confirm that it is safe to leave the building.

Signed:

Date:

Principal

Signed:

Date:

Site Manager

Appendix 2 - Communication to parents – During Lockdown

Short Text Message Template (SMS or App Notification)

Subject: Important Notice: School in Lockdown

Dear Parents/Carers,

The academy is currently in lockdown as a precautionary measure. Please do not come to the school or call the office. We will keep you updated as soon as it is safe to do so. Thank you for your cooperation.

Email or Letter Template

Subject: Important Safety Update – Lockdown in Progress

Dear Parents and Carers,

We want to inform you that the academy is currently in lockdown. This is a precautionary measure taken to ensure the safety of all students and staff.

Please do not come to the school and avoid calling the office at this time. Our lines need to remain open for emergency communications.

We understand this may be concerning, and we assure you that we will share accurate updates with you as soon as possible.

Thank you for your understanding and cooperation.

Kind regards,

The Academy Leadership Team

Website or Social Media Post

IMPORTANT NOTICE – LOCKDOWN IN PROGRESS

The academy is currently under lockdown as a safety precaution.

🔒 Please do not come to the school

🔒 Please do not call the academy

We are in contact with the appropriate authorities and are following all safety protocols. Updates will be shared as soon as it is safe to do so.

Thank you for your patience and support.

Appendix 3 - Communication to parents –Lockdown Ended

Short Text Message Template (SMS or App Notification)

Subject: Lockdown All Clear

Dear Parents/Carers,

The lockdown has now been lifted. All students and staff are safe. Thank you for your cooperation during this time. The academy day will now continue as normal.

Email or Letter Template

Subject: Update: Lockdown Lifted – All Safe

Dear Parents and Carers,

We are writing to let you know that the lockdown at the academy has now been lifted. All students and staff are safe and accounted for.

We understand that situations like this can be worrying, and we appreciate your patience and understanding. The academy is now operating as normal, and there is no further cause for concern.

If any follow-up support or communication is needed, we will be in touch.

Kind regards,

The Academy Leadership Team

Website or Social Media Post

LOCKDOWN LIFTED – ALL SAFE

The academy lockdown has now ended. All students and staff are safe, and the situation has been resolved.

School activities are resuming as normal.

Thank you for your support and cooperation throughout.

Appendix 4 - Communication to parents –Support After Lockdown

Email or Letter Template: Counselling Support After Lockdown

Subject: Student Wellbeing and Support Following Lockdown

Dear Parents and Carers,

Following today's lockdown, we want to reassure you that the safety and emotional wellbeing of our students remains our highest priority.

While all students and staff are physically safe, we understand that some may feel unsettled or anxious after the event. We are making support available to any student who may wish to talk about their experience.

Our pastoral team and trained counsellors will be on hand throughout the week to offer one-on-one or small group support as needed. If you have any concerns about your child or feel they would benefit from additional support, please contact us via [insert contact method].

Thank you for your continued trust and support.

Kind regards,

The Academy Leadership Team