



Achieving together in faith

**Holy Cross Catholic
Multi-Academy Company**

**Lockdown Policy & Procedures
(Template Policy)
PUBLIC VERSION**

2025 - 2028

Responsible for Policy	Martyn Alcott
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Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	12/2023	M. Alcott	HCCMAC, Central Team	Creation of document from template
1.0	Draft	12/2023	C.Connoll	HCCMAC, Central Team	Updated onto MAC Template Policy
2.0	Draft	10/2025	M. Alcott	HCCMAC, Central Team	Updated and reviewed to create a public version

Introduction

The Holy Cross Catholic MAC requires that all schools have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupil in the school.

Lockdown procedures may be activated in response to any number of situations.

A full version of this policy is held by the MAC / Schools and this is a redacted public version.

Stages of Lockdown

Prior to a full lockdown the school may instigate different levels of lockdown.

The school/MAC will consider when to communicate with emergency services.

Communication with Parents

In the event of an actual lockdown parents will be notified by a text message when appropriate.

School Lockdown Procedures

Each school and the MAC Head Office has a full set of lockdown procedures which 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 aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Communication between parents and the school

- Holy Cross MAC can confirm that all schools have lockdown procedures, but the full versions are not public documents.

The School Lockdown Policies: Should make parents feel reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.

- In an incident parents do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- In an incident parents should not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents should wait for the school to contact them about when it is safe for them to come and get their child and where this will be from.

In the event of a lockdown, if appropriate and in consultation with emergency services, parents will be informed. During this period the switchboard and entrances will be un-manned, external doors locked, and nobody allowed in or out. Parents should not attend site or try to contact the school, and an update will be sent as soon as possible

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds.

The school 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 Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the MAC and Coventry City Council through their Resilience Team has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

