



## St Mary's Catholic Primary School

### Lock Down Policy

**Date:** November 2020

**Review Date:** Autumn 2021

**Person Responsible:** Mr Sims and Miss Phipps

**Approved by the Governors:**

**Lockdown Policy & Procedures Rationale** As part of our Health & Safety Policies & Procedures the school has a Lockdown Policy. On very rare occasions, it may be necessary to seal off the school so that it is not able to 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. A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

**It is also good practice to:**

1. Conduct a number of table top exercise with the SLT to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and pupils.
3. Display lockdown drill information in every classroom alongside information relating to fire drill.

**Notification of Lockdown** Staff will be notified lockdown procedures are to immediately take place on hearing a recognised signal audible throughout the school – this will be a sound of continuous beeps unlike the fire alarm that is one continuous sound. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCKDOWN'.

**Procedures:**

1. These signals will activate a process of children being ushered into the school building if in the playgrounds as quickly as possible and the locking of the school office, connecting doors and all outside doors where it is possible to remain safe.
2. 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 screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smartboards and computer monitors to be turned off.
3. Children 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 siren goes. If a class is in the dining hall, away from their classroom, they are to go into the nearest room (Nursery).
4. If practicable staff should notify the front office by phone that they have entered lockdown and those children accounted for. **NO-ONE SHOULD MOVE ABOUT THE SCHOOL**



5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team in person that there is an all clear
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a register and notify the office immediately if any pupils are not accounted for.

#### **Staff Roles:**

1. Front office staff ensure that their office is locked and police called if necessary.
2. Head, or office staff member locks the school's front doors and entrances.
3. Premises Manager locks entrance to dining hall/Nursery.
4. Individual teachers/TA's lock and close classroom doors and windows, Nearest adult to check exit doors along junior corridor and infant corridor and outdoor classroom doors are locked.
5. Staff in PPA room to lockdown in this room.
6. Catering staff to lock back door to kitchen and turn off lights.

#### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN .**

#### **Communication with Parents**

If necessary parents will be notified as soon as it is practical to do so via the school's communication network: website, telephone, email/text.

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.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to lockdown, parents will be notified and will receive information about the time and place pupils can be collected from office staff or emergency services.

A letter to parents will be sent home as close to the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Lockdown Drills** Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

#### **Review**

This policy and procedures will be reviewed annually as part Health and Safety Policy.