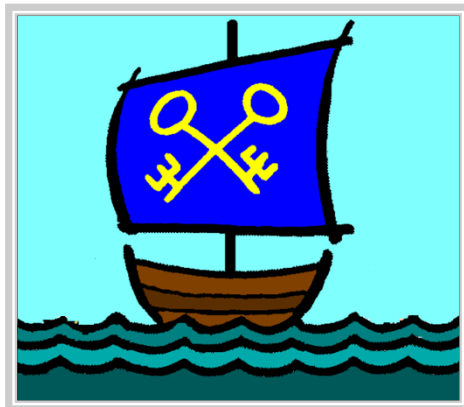


ST PETER'S CATHOLIC PRIMARY SCHOOL



LOCKDOWN POLICY & PROCEDURES

Approved by Governors: July 2017
Reviewed and updated : October 2019

St Peter's Catholic Primary School Lockdown Policy & Procedures

Introduction

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a safe haven for children; but as tragic events both overseas and at home have shown, they can become involved in an emergency at any time.

The Department for Education recommends that schools create and maintain an Emergency Plan and as a school we not only comply with this, but also want to go one step further and be ready to deal with the sort of emergencies that no-one really wants to think about – the situation where the children and staff are endangered by the threat of deliberate harm. In emergency planning terms this is called “lockdown”, a word that will be used throughout this Policy. This Policy is to be read and kept alongside the schools Emergency Plan.

The Policy is designed to help us –

- Develop and review a lockdown plan;
- Provide information to all staff who could become involved in an incident;
- Help staff to educate and inform pupils and parents about what to do in such a situation;
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

The advice from the Department for Education and the Cabinet Office reminds us “planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school’s reputation as a safe place to learn and work. Plans which deal with the consequences of large-scale emergencies also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools can experience on a regular basis.”

Rationale

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.

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

Notification of Lockdown and Procedures

Staff will be notified that lock down procedures are to take place immediately on hearing a signal. All staff will know what the signal is. The signal will vary depending on the situation and what signal may be appropriate to use. It is likely to be either a vocal command or an airhorn.

Follow the **CLOSER** procedure –

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

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

Reassure the children that they are safe and are not to worry

1. The alarm signal above will activate a process of children being brought in to the school building as quickly as possible and the locking of the school's classrooms, offices and all outside doors.
2. If children are already inside the school when the signal is raised, they are to remain in the room they are in and 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. Any mobile phones to be put on silent mode.
3. Children or staff not in class for any reason will proceed to the nearest and safest occupied classroom and remain with that class and teacher, e.g. children using toilets when lockdown procedure is activated.
4. If children are outside at the time of the lockdown signal, staff should bring everyone inside and go to the nearest and safest classroom.
5. The lift not to be used. Any children unable to access the first floor without the lift to go to the nearest and safest ground floor classroom.
6. 1:1 children to be with their support TA at all times.
7. Staff to support children in keeping calm and quiet. Reassure children that they are safe.
8. Staff to remain in lockdown positions until informed by a senior member of staff that there is an all clear.
9. As soon as possible after the lockdown teachers return to their classrooms, if not already there, and take the register and notify the school office immediately of any pupils not accounted for.

Staff Roles

Headteacher – to check all doors are locked.

Deputy Head – to check no children are left outside. Check side gates are locked.

Senco – to check outside doors in Breakfast Club and Chartwells kitchen are locked.

Head's PA – ensure front door and door from reception area are closed and locked. Call Police if necessary. Send text message to parents - *The school is in lockdown. Phones and entrances will be unmanned, external doors locked and no-one allowed in or out.* (Note: Any member of staff can phone the Police if the office staff are unable to do so.)

Teachers/TA's – to lock/close classroom doors and windows. Nearest adult to check external doors if appropriate.

Crocodoodle Pre-School – will follow their own procedure, which replicates the school's Policy. Crocodoodle staff will check that their external doors are locked and the Headteacher will check that the internal door is locked.

Chartwells kitchen staff will follow the school's Lockdown Policy and Procedures. Staff will ensure that the external door is locked.

Sunrise Breakfast Club / Best of Buddies after school club – will follow the school's Lockdown Policy and Procedures. A copy of the Policy will be available in the clubs' room.

General

Depending on the type and severity of the incident, parents will 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 the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

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.

Lockdown Drills

Lock down 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.

Review

This policy and procedures will be reviewed annually as part of the School's Emergency Plan procedures.

This is a Policy that every school needs, every member of staff needs to understand and that no-one ever wants to use.

18/12/2017

Lockdown practice was held at 9.30am. Notes –

Year R could not hear the whistle as they were outside – need to go in to the classroom and blow the whistle.

Two whistles needed – one upstairs and one downstairs.

At the end of the practice a member of staff to communicate the "all clear" by going in to the classroom and letting everyone know.

Teachers to check all children accounted for at the end of the Lockdown.



INSTRUCTIONS FOR LOCKDOWN



TO BE DISPLAYED IN ALL CLASSROOMS, LIBRARY, BREAKFAST CLUB ETC

A lockdown will be initiated by a signal (either vocal command or airhorn, depending on the situation).

If you hear the lockdown signal –

1. Lock your door.
2. Place children against the wall, so any intruder looking in cannot see them. If the threat is a chemical or toxic release everyone should cover their nose and mouth (their own clothing can be used).
3. Turn out lights and computer monitors.
4. The lift is not to be used. Anyone unable to access the first floor to go to the nearest room on the ground floor that is accessible.
5. Keep children as quiet as possible. Reassure them that they are safe.
6. If children are outside, guide them to the nearest and safest indoor room.
7. Anyone in the corridors should move to the nearest classroom immediately.
8. Support staff should move to the nearest designated safe place, if possible, or stay in the area they are in, secure the doors and turn out the lights.
9. 1:1 children to remain with their support TA at all times.
10. Stay in safe areas until directed by a senior member of staff or the emergency services to move or evacuate. Never open doors during a lockdown, even the event of a fire alarm.
11. If an evacuation occurs, everyone will be directed by the emergency services to a safe location. Once evacuated teachers should take the register to account for all children present in the class.