

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

# Lock down Policy



## Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down 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.

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 lock down procedures are to take place immediately on hearing the lockdown alarm signal.

## Procedures:

Follow the CLOSE 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 lock down for some time

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 connecting doors and all outside doors/ blinds 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. Lights, Smart boards and computer monitors to be turned off. Children, adults (e.g. volunteers etc.) 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.
3. Individual teachers/HLTAs/Tas/LSAs lock/close classroom door(s) and windows. Teachers/Adult responsible for children at that time is responsible for locking all entrances to their learning space.
4. No adult or child to leave the room for any reason whilst in lockdown, even if the fire alarm is activated (unless smoke/fire is seen).
5. Staff on PPA to lock down area they are in; remaining quiet with no kettles on.
6. If practicable staff should notify the front reception by email via the class iPad 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.

#### NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear. This will be in the form of a clear three knocks on the door and a verbal, "It's Mr Morton, Miss Houghton or Mrs Kenny All Clear. Thank you."
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

#### Staff Roles:

1. Headteacher (or Assistant Headteacher in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

2. Head or Deputy Headteacher to call police and Local Authority if necessary (LA phone number on display in the main office).
3. If a class is out of school e.g. at the leisure centre, church or on a trip office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school. If the situation necessitates the children can be taken to Blessed George Napier Catholic School and Sixth Form Youth Sport Trust School and parents informed accordingly.
4. Individual teachers/HLTAs/Tas/LSAs lock/close classroom door(s) and windows. Teachers/Adult responsible for children at that time is responsible for locking all entrances to their learning space.
5. Staff 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.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

#### Communication with parents

Parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system.

Parents will be informed in a calm, reassuring manner. School staff will offer reassurance and demonstrate concern for the child's welfare and safety. Parents will be asked not to contact school, so the school lines are kept free for contacting emergency providers. Parents will only be invited onto the school site once emergency services have accessed the school. Parents will be encouraged to wait for the school to contact them about when it is safe for them to come and collect their children.

The following message will be sent to parents

The school is in a full lockdown situation. Rest assured your child is safe and being looked after by our staff. The phone line must be kept clear for emergency purposes, so please do not phone, please await contact via Parent hub.

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 lock down.

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 lock down, 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.

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.

Lock down 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

The governing body reviews this policy annually to ensure that if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved it can be updated accordingly.

Date agreed: October 2023

Date for next review: October 2024