

St. John's Catholic Primary School



Love one another as I have loved you

St John's RC Primary School Lockdown Procedure

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. 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, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

| Signals | |
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| Lockdown signal(s) | <ul style="list-style-type: none">• Staff will be notified that a full lockdown procedure is to take place immediately on hearing the lockdown alarm (one long note of the alarm – different to the fire alarm which is intermittent).• Staff will be notified of partial lockdown via internal phones or by the office staff letting all classrooms know in person. No alarm will be sounded for a partial lockdown. |
| All clear signal | <ul style="list-style-type: none">• A designated member of staff (usually the Headteacher, Deputy Headteacher or Office Staff) will notify all classrooms via internal telephone or through visiting classrooms. Emergency services may also do this.• These designated staff members will knock on the classroom door to announce themselves and to state that the lockdown is over.• As soon as possible after the lockdown, teachers, who were not in their classroom (due to PPA or management time on site) during the activation of lockdown, should proceed there and conduct a register (fire register). They should notify the school office immediately of any pupils not accounted for. |
| Evacuation of the building signal | <ul style="list-style-type: none">• Continuous ringing of the fire alarm. |

Full Lockdown Procedures

1. All outside activities cease immediately. All staff and pupils return to the main building via the nearest entrance.
2. All external doors and windows shut and locked.
3. All internal room doors locked, blinds drawn, internal windows blacked out, pupils and staff to sit quietly and out of sight (preferably under tables). Try to keep pupils calm.
4. Registers (fire register where necessary) to be taken or head count to be taken and office to be informed if possible of missing pupils or additional pupils you may have in your classroom/room.
5. A4 laminates to be displayed along with red (missing or injured pupils)/green (we are all present and uninjured) paper through doors as applicable.
6. No doors to be opened until lockdown procedures are lifted by designated staff or emergency services.
7. If at any point during lockdown the fire alarm sounds, this is a cue to evacuate the building.
8. Any adult not in their own room due to PPA, etc, are to remain in the room they are in.
9. Ensure mobile phones and electronic devices are switched to silent.

Partial Lockdown Procedures

1. All outside activities cease immediately. All staff and pupils return to the main building via the nearest entrance.
2. All external doors and windows shut and locked.
3. Classroom doors should be shut (although not locked).
4. 'Normal' activities can take place in classrooms.

Movement within the building is permitted, but all pupils must be accompanied by an adult.

| Lockdown drills | |
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| <ol style="list-style-type: none"> 1. The lockdown alarm will be tested annually to ensure all staff know the signal. 2. Maglocks should be checked regularly to ensure they are working. 3. All staff should ensure that this policy is read and understood. This will be a discussion had annually through staff meetings. Any new staff will have this as part of their induction. 4. Lockdown drills with pupils present will take place. Pupils will be spoken to before this happens and parents will also be notified prior to the event. | |
| Staff responsibilities | |
| Headteacher (DHT if absent) | <ul style="list-style-type: none"> • Will make the decision to initiate, manage and conclude lockdowns. • Communicate with emergency services. • Notify MAC team (if they are not on site). |
| Other staff | <ul style="list-style-type: none"> • Deputy Headteacher and/or office staff: communicate with parents; contact classes out of school; support as directed by the Headteacher. • Teachers, teaching assistants and support staff to stay with pupils and (as best they can) and to maintain a quiet and calm atmosphere in the classroom. Keep alert to the emotional needs of the pupils. • Site manager/site staff/external lunchtime staff/external peripatetic music teachers: lockdown in own office or another suitable space. |
| Pupils who are outside at the time | <ul style="list-style-type: none"> • The lockdown alarm signal will activate a process of pupils being ushered into the school building as quickly and as calmly as possible through the nearest entry point possible. |
| Pupils stay inside, wherever they are | <ul style="list-style-type: none"> • At the given full lockdown signal, pupils remain in the room (or hall) they are in and the staff will ensure that windows and doors are closed and locked (or barricaded in the event of no lock being available) and blinds closed where possible. Pupils are positioned away from possible sightlines from external windows/doors e.g. under desks. • Lights, interactive whiteboards and computer monitors to be turned off. Mobile phones are put on silent mode. |
| Adults and/ or pupils who are not in class for any reason | <ul style="list-style-type: none"> • <u>Pupils or staff</u> not in class for any reason should lock themselves in their current room or proceed to the nearest room which can be secured. • <u>Office staff</u> should move to the nearest securable room if it is safe to do so. If it is not safe, they should hide until the all clear signal is given. • Staff on <u>class release time</u> are to lockdown in the staff room or the area they are using; remaining quiet with no kettles/lights/microwaves on. • <u>Catering staff</u> to close the shutter to kitchen, lock their doors and turn off lights. |
| Securing classrooms | <ul style="list-style-type: none"> • Individual teachers/Tas to lock/close classroom door(s) and windows. |
| If a class is out of school | <ul style="list-style-type: none"> • Office staff or HT/DHT will call the class teacher/s and warn them that the school is in lockdown. Advice will be given as to when it is safe to return to school. |
| Communication with parents | <ul style="list-style-type: none"> • If necessary, parents will be notified as soon as it is practical to do so via text through Parent Hub communication system. • Parents will be told: <i>'The school is in a full/partial lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out.'</i> • 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 the lockdown, 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. |

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| Other notes | <ul style="list-style-type: none">• UNDER NO CIRCUMSTANCES SHOULD STAFF USE SOCIAL MEDIA DURING A LOCKDOWN.• NO ADULT OR PUPILS TO LEAVE THE ROOM -EVEN IF IT IS NOT THEIR NORMAL CLASSROOM - FOR ANY REASON WHILST IN FULL LOCKDOWN.• THIS POLICY WILL BE SHARED ANNUALLY WITH STAFF VIA THE STAFF HANDBOOK. |
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| Procedures: |
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| 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 |

