

# ST.PHILIP'S CATHOLIC PRIMARY SCHOOL



---

## LOCKDOWN POLICY AND PROCEDURES

---

Date reviewed: 1 FEB 2020

Next review date: FEB 2021

<b>INTRODUCTION</b>
---------------------

***It is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment.***

Lockdown 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 students in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- **A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)**
- **An intruder on the school site (with the potential to pose a risk to staff and students)**
- **A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)**
- **A major fire in the vicinity of the school**

**This policy has been written in conjunction with the Critical Incident Policy**

<b>Signals</b>	
<b>Signal for lockdown:</b>	<p>Trigger your <b>Personal Panic alarm</b> by pulling the safety pin. Once you hear the alarm <b>activate your own. Keep activating your alarms for ONE MINUTE</b></p> <p>Communication will happen where deemed appropriate by MZ, CH, AW office staff VH, RS.</p> <p>When the alarm is triggered <b>DO NOT GO OUTSIDE</b> and <b>ensure YOU and YOUR CLASS stay in your class.</b></p>
<b>Signal for all-clear:</b>	A designated person/s will physically walk around the school to let you know, MZ, CH, and AW.

<b>Lockdown</b>	
<b>Rooms suitable for lockdown</b>	All classes to move or remain into own classrooms. Ensure the children are escorted away from the door (the back of the classroom) and adults block the door with tables/chairs and moveable furniture. Close blinds and windows. Ensure children are sitting on the floor calmly.
<b>Entrance points (e.g. doors, windows) which should be secured</b>	<p>External doors</p> <p>Fire Doors</p> <p>Internal doors</p> <p>All windows to be secure.</p>
<b>Communication arrangements</b>	<p>Keep the classroom telephones clear– only use in an emergency during lockdown to communicate only with office.</p> <p>MZ, CH &amp; AW and office staff will communicate with classes only.</p>
<b>Secured room</b>	<p>The Art cupboard will be the secure room. It is lockable from the inside with a bolt.</p> <p>Designated people: JH and LH.</p>
<b>Notes</b>	<b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site by available exit.</b>

<b>Initial response checklist - lockdown (e.g. in response to an intruder in the school grounds)</b>	Tick / sign / time
--	--------------------

L1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building	
L3	Dial 999. Dial once for each emergency service that you require	
L4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight - Draw curtains / blinds - Turn off lights Stay away from windows and doors <b><i>Teachers will be responsible for the class they are teaching when a lockdown is announced.</i></b>	
L5	Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building	
L6	If possible, check for missing / injured students, staff and visitors.	
L7	Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through the classroom telephones and verbal instruction.
- Staff should encourage students to keep calm
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils remain outside they should find a secure spot /hide with staff as instructed.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances). Internal classroom doors may also need to be blocked.
  - Once in lockdown mode, senior member of staff are notified to instigate an immediate search for anyone who is missing.
- As appropriate, the school office will establish communication with the Emergency Services

- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- **Students will not be released to parents during a lockdown.**
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message where to evacuate will be sent via class telephones/ designated person/s MZ,CH,AW.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their cognitive ability, students should also be aware of the plan.

### **Partial Lockdown**

#### **Alert to staff: 'Partial lockdown'**

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

Only **SCHOOL BELL** will be activated to raise the alarm for **20 seconds**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils will remain in the building and **external** doors and **windows** will be locked.
- **Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff** with a senior leader aware of this action.
- 

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

**‘Partial lockdown’** is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Lockdown**

#### **Alert to staff: ‘Full lockdown’**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- **Activate personal panic alarms. FOR MINIMUM ONE MINUTE**
- All pupils must return to a classroom and be seated as far away as possible from the classroom door.
- Secured room will be used and an allocated person identified to escort the person/s to safety.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and pupils sit quietly out of sight (e.g. under desks).
- Register taken/head count - the school office will contact each class in turn for an attendance report via classroom telephones.
- Staff and pupils will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At any point during the lockdown, the fire alarm may sound and a verbal message sent via classroom telephones, where possible, to evacuate the building to designated assembly point.
- During the lockdown office staff and senior leaders will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by the school newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.
  - Parents will be asked not to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- Parents are asked not come to the school. This could interfere with Emergency Services' access to the school and may even put themselves and others in danger.
  - wait for the school to contact parents about when it is safe for them to come to get their children, and where this will be from.

### **Parents will be told**

'...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out...'

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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 decisions of the Head Teacher regarding the timing of any communication to parents.