

## ST. THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

### Lockdown Procedure Policy

*‘Learn, Love and Respect through Jesus.’*

This policy should be read in conjunction with our other policies.

#### Introduction

As part of our Health and Safety policies and procedures, St. Thomas of Canterbury Catholic Primary School has introduced 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 or attempted access by unauthorised person's intent in causing harm/damage.

#### Notification of Lockdown

Staff will be notified that lockdown procedures are to take place via the internal phone system connecting the office to both classroom wings. For any children outside at the time an air horn will be sounded.

#### Procedures

Follow the **CLOSE** procedure as follows:

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 and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters 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, Clevertouch screens and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and classteacher (i.e. children using toilets when lockdown procedure is engaged).

**NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

4. Staff to support children in keeping calm and quiet.

5. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

6. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the School Office immediately of any pupils not accounted for.

**Staff Roles**

1. School secretary to ensure that her office is locked and police called if necessary.
2. Head or site manager lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows.  
Nearest adult to check exit doors.

**Communication with Parents**

If necessary parents will be notified as soon as it is practical to do so via text/the school website/the school app. 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 allowed in or out.'**

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 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Lockdown Drills**

No Lockdown drills will take place as such but children will be reminded of procedures at least once a year to ensure everyone knows exactly what to do in

such a situation. Monitoring will take place and staff debriefed for positive reinforcement or to identify required improvements.

### **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures/Emergency Response Plan.

This Policy was agreed and ratified by Committee A of the Governing body at their meeting **4<sup>th</sup> May 2020**

### **Lockdown Plan**

<b>Nominated person Responsibility</b>	
Headteacher Initial contact with the emergency services	
Assistant Headteacher Liaison with parents	
Teachers Pupil control	

<b>Signals</b>	
Signal for lockdown	Internal phone system
Signal for all-clear	Internal phone system

<b>Lockdown</b>	
<b>Specified assembly points</b>	Classroom, Offices, School Hall
<b>Entrance points</b>	Main School Entrance
<b>Communication arrangements</b>	Telephone System/Website/School App

<b>Lockdown Plan</b>				
Step	Initial Response	Check	Time	Sign
1	Ensure all pupils are inside.			
2	Secure all entrance points to the school.			
3	Dial 999 for each emergency service that the incident requires.			
4	Ensure that staff members take action to increase protection from further danger: · Block access points. · Sit on the floor, under tables or against the wall. · Keep out of sight and draw curtains to avoid detection. · Put mobile phones on silent · Turn off lights and computers. · Stay away from windows and doors.			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so.			
7	Remain inside classroom until all clear signal is given or unless told to evacuate by the emergency services.			

