



ST. JOSEPH'S

CATHOLIC PRIMARY AND NURSERY SCHOOL

'LEARNING TO LOVE, LOVING TO LEARN'

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Lockdown Policy and Procedures

Rationale

All schools should consider the need for robust and tested school lockdown procedures. 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 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 quickly restrict access and egress to 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.

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 pupils within the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils within the school).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of for example a dangerous dog roaming loose.

Any member of staff with any concern regarding the above should inform the Headteacher/SLT/Office staff immediately

NaCTSO (National Counter Terrorism Security Office) **Guidance******

In January 2016, NaCTSO provided advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately via :

- 5 short bursts of the school's internal sound system (located in Headteachers office)

- The person sounding the alarm system will then call the police if necessary or delegate this to another member of staff.
- Fire Marshalls to ensure their areas are safe.
- Class teachers will be notified when the lockdown has ended by the front office staff/ head teacher notifying them in person.

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors and pull down blinds (where appropriate)
- Lock up (external doors)
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown 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 they are in and the staff will ensure the windows and doors are closed and blinds closed where possible. Children should be positioned away from sightlines as much as possible and remain still. Lights, Smart boards and computer monitors to be turned off.

3. All children and adults (including volunteers) not in class e.g library should remain in the room they are in and follow lockdown procedure. Any child in the toilets whilst the alarm is raised will be ushered into the nearest room by the Fire Marshall.

4. All adult's close classroom door(s) and windows. Fire Marshalls lock all external doors to the building (each adult allocated same areas as in Fire Evacuation Policy)

5. No adult or child to leave the room for any reason whilst in lockdown.

7. Catering Staff to close the shutter to kitchen and turn off lights.

8. NO ONE SHOULD MOVE ABOUT THE SCHOOL

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

11. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.

12. As soon as possible after the lockdown 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 Senior leadership/School Business Manager in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Head/SLT or School Business Manager to call police and Local Authority if necessary.
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 lockdown. Advice will be given as to when it is safe to return to school.
4. All adult's close classroom door(s) and windows. Fire Marshalls lock all external doors to the building (each adult allocated same areas as in Fire Evacuation Policy)
5. Teachers will (as best they can) keep a calm atmosphere in the classroom.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via Parent Mail communication system.

Parents will be told:

‘.St Joseph’s School is in a full 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...’

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.

Lockdown drills

Lockdown 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 every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: **March 2023**

Next review date: **March 2026**