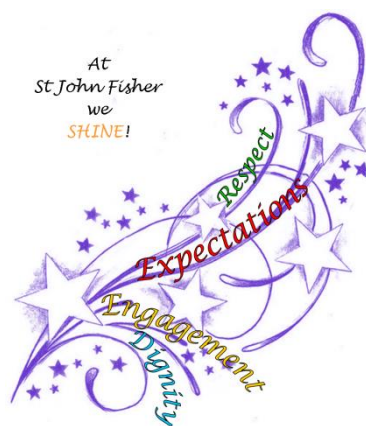


Lockdown Policy & Procedures



This policy and procedures were adopted in:	Date: 23rd March 2023
By Name:	Mrs C Lewis
Position:	Head Teacher
Signature:	on behalf of St John Fisher Catholic Primary School

St John Fisher: Our vision

At St John Fisher, we strive to create a school community where children and adults achieve their full potential and **SHINE**! We will achieve this through *engagement*, *high expectations* and by treating all with *respect* and *dignity*.

Rationale

As part of our Health and Safety policies and procedures the school has Lock Down procedures.

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 x10 consecutive rings of the school bell.

Procedures:

Follow the **CLOSE** procedure:

- • **C**lose all windows and doors
- • **L**ock up
- • **O**ut of sight and minimise movement
- • **S**tay silent and avoid drawing attention
- • **E**ndure. 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, Smart boards 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 class teacher e.g. children using toilets or in an intervention room when lockdown procedure is engaged.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the front office immediately if possible of any pupils not accounted for.
3. 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 or hearing the All-clear signal.
4. Upon hearing the all-clear signal (x5 consecutive rings of the school bell), teachers and classes should move to hall so that registers may be taken and further instructions given
5. Staff may be alerted to the all clear by SLT who will come to each classroom. In this instance further instructions will be given as to next steps.

Staff Roles:

1. School administrator to ensure that her office is locked and police called if necessary.
2. Head or site supervisors 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 the school's established communication network – Parent App or Class Dojo

Parents will be told:

'..the school is in a full lockdown situation. During this period the phone lines 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.

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

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

Management and Control	
Nominated Person	Responsibility
Head teacher	Initial contact with emergency services
School Business Manager/ HT	Liaison with parents
Teaching and support staff	Pupil control
Signals	
Signal for lockdown	X10 consecutive rings of school bell
Signal for all-clear	X5 consecutive rings of school bell OR notified by SLT member
Lockdown	
Specified assembly points	Classrooms, offices, school hall
Entrance points	Main school entrance
Communication arrangements	Telephone Mobile phone Internet/ email
Notes:	

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SLT Lockdown Plan				
Step	Initial response	Check	Time	Signed
1	Ensure all pupils are inside			
2	Secure all entrance points to the school			
3	Dial 999 for emergency service that the incident requires			
4	Inform parents the school in entering lockdown			
	Check staff members have taken action to increase protection from further danger (where practical): <ul style="list-style-type: none"> • 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 • 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. 			
5	Check for missing or injured staff members and pupils if it is safe to do so			
6	Give the all clear signal in school when the danger has been cleared/ emergency services direct			
7	Inform parents school is removing the lockdown procedures			

Date:

Staff

Name:

Signed:

Name:

Signed:

Name:

Signed:

Name:

Signed:

Class Lockdown Plan				
Step	Initial response	Check	Time	Signed
1	Ensure all pupils are inside the classroom			
2	Secure all entrance points to the classroom			
3	Secure all entrance points to the corridors/ doors and windows adjacent to your classroom			
4	When securing corridors/ shared spaces, check intervention rooms/ toilets etc for children and staff from other year groups and bring them into the nearest classroom if they cannot quickly return to their own.			
5	<ul style="list-style-type: none"> Block access points- window shutters or heavy furniture against doors Keep out of sight and draw blinds to avoid detection Sit on the floor, under tables or against the wall Put mobile phones on silent Turn off lights and computers Stay away from windows and doors Ensure staff and children remain silent or as quiet as possible 			
6	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. This may be an exit previously blocked.			
7	Remain inside the classroom until the all clear signal has been given (5x rings) or unless told to evacuate by emergency services			

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Year Group:

Date:

Staff

Name:

Signed:

Name:

Signed:

Name:

Signed:

Name:

Signed: