



St Paulinus Catholic Primary School

"Inspiring all to live, learn and love in the light of Jesus"

(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." John 8:12)

Lockdown Policy

Signed Date
Headteacher

Policy reviewed by Subject Managers : Miss R. Taylor

Policy updated by : Miss E. Sinclair, November 2016

Policy review date : November 2019



Lockdown Policy

Mission Statement

"Inspiring all to live, learn and love in the light of Jesus"

Rationale

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

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious security risks of 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 lockdown procedures are to immediately take place on being informed by the Headteacher, Deputy Headteacher and office staff who will inform them of lockdown.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, fob 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 if necessary.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom or if appropriate to their own classroom and remain with that class and class teacher. If a class is in the hall they are to go to one of the nearest rooms.
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.



Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Headteacher or office staff member locks the school's front doors and entrances.
3. Site Manger/ EYFS teachers to close shutters if safe to do so.
4. Individual teachers/HLTAs/ETAs close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1 and shutters are lock and down in FS.

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 – Groupcall messages / letters
- 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 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.