



POLICY

POLICY TYPE

MAT Policy to adopted in full across all schools	
LGC Policy to be reviewed and approved locally	X

Approval Date:	TBC
Review Date:	SEP 27/28- AUTUMN TERM



**“Called by Christ
to be agents of change
and apostles of hope”**

ST ANTHONY’S CATHOLIC PRIMARY SCHOOL

Part of
St Oscar Romero Catholic Academy Trust
www.OscarRomero.co.uk

LOCK DOWN POLICY



St. Anthony's Lock Down Policy

This policy is underpinned by our school mission and values:

Mission:

Working, Learning and Caring Together in God's Love

Values:

Love

Faith

Resilience

Person Responsible: Ms Gayle

Lockdown Policy & Procedures Rationale As part of our Health & Safety Policies & Procedures the school has a Lockdown 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 are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

It is also good practice to:

1. Conduct a number of table top exercise with the SLT to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and pupils.
3. Display lockdown drill information in every classroom alongside information relating to fire drill.

Notification of Lockdown

Staff will be notified lockdown procedures are to immediately take place on hearing a recognised signal audible throughout the school – this will be an agreed sound, different from the fire alarm system. The internal phone system will also be used by office staff who will inform adults by stating an agreed password.

Procedures:

1. These signals will activate a process of children being ushered into the school building if in the playgrounds as quickly as possible and the locking or barricading doors including the school office, connecting doors and all outside doors 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, Smartboards and computer monitors to be turned off.
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 when agreed sound goes. If a class is in the dining hall, away from their classroom, they are to go into the nearest room (Year 6 classroom).

4. If practicable staff should notify the front office by phone that they have entered lockdown and those children 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 positions until informed by key staff e.g. Senior Leadership Team or Safeguarding team 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 register and notify the office immediately if any pupils are not accounted for.

Staff Roles:

1. Front office staff ensure that their office is locked and police called if necessary and safe to do so.
2. Head, or office staff member locks the school's front door and other doors where safe to do so
3. Premises Manager locks entrance to out buildings where safe to do so
4. Individual teachers/TA's close classroom doors and windows, Nearest adult to check exit doors along junior corridor and infant corridor and outdoor classroom doors are closed
5. Staff in PPA room to lockdown in this room.
6. Catering staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN .

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's communication network: Class Dojo/ telephone, email

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 lockdown, parents will be notified and will receive information about the time and place pupils can be collected from office staff or emergency services.

A letter to parents will be sent home as close to the nearest possible day following any serious incident to inform parents of the context of 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 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.

Review

This policy and procedures will be reviewed annually as part Health and Safety Policy.