

St Laurence’s Catholic Primary School

**Policy Statement**

**For**

**LOCKDOWN**

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| **This policy was adopted:** | **September 2021** |
| **By name:** | **Mr J Holmes**  |
| **Position:** | **Chair of Governors** |
| **Signature:** | **On behalf of the governing body** |

**Our Mission Statement**

We aim to celebrate our partnership with the families we serve and the community we live in.

We aim to provide an education that enables each child to reach their full potential.

Our aim is the creation of an atmosphere where all are valued, gifts and talents are celebrated and the gospel values of love, respect and justice are at the heart of all we do.

**Our Vision**

Everyone feels a sense of belonging,

Has the opportunity to shine,

To enjoy their teaching and learning

But most of all – to dream big!

St Laurence’s Catholic Primary School

**Lockdown Policy and Procedures**

St Laurence’s Catholic Primary School is a caring, supportive school where the values of love, respect and justice are at the heart of all we do.

Children are encouraged to ‘develop their gifts and talents for the good of all’ potential, so that they can take their place in their community and in the wider world.

**Rationale**

As part of our Safeguarding policies and procedures the school has 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 lock down procedures are to take place immediately by members of the SLT and office staff. This will be through the sounding of the fire alarm.

**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, gates, 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 safe classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
4. If practicable staff should notify the front office/ reception by phone that they have entered lock down and identify those children not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.
2. 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.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

**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 – School Spider/Seesaw/Tapestry.

**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.

**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 OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

This policy was reviewed: September 2022

Signed: Mr John Holmes

Designation: Chair of Governors

Date: 16th September 2021

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| **Management And Control** |
| ***Nominated Person*** |  | ***Responsibility*** |
| Headteacher |  | Initial contact with the emergency services |
| Business Manager |  | Liaison with parents |
| Teachers |  | Pupil Control |
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|  **Signals** |  |
| **Signal for lockdown**  |  | Classes contacted by SLT member/office staff |
| **Signal for all-clear** |  | Classes contacted by SLT member/office staff |

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|  **Lockdown** |
| **Specified assembly points** |  | Classroom, Offices, School Hall |
| **Entrance Points** |  | Main School Entrance |
| **Communication arrangements** |  | Telephone/Mobiles |
| **Notes:** |  |  |
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| **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 each emergency service that the incident requires. |  |  |  |  |  |
| **4.** | Ensure that staff members take action to increase protections from further danger:* Block access points
* Sit on the floor, under tables or against the wall.
* Keep out of sight and draw the blinds/curtains to avoid detection.
* Put mobiles phones on silent
* 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 the classroom until the all clear signal has been given or unless told to evacuate by the emergency services. |  |  |  |  |  |

***LOCKDOWN PROCEDURES FOR STAFF:***

***Notification of Lockdown***

Staff will be notified that lock down procedures are to take place by the office staff/SLT via telephone and a single ring of the fire alarm.

***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