

St Michael's Catholic Primary School



Lockdown Policy

2023 - 24

St Michael's Catholic Primary school

Lockdown protocol

Rationale

As part of our Health and Safety 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 can not 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 persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing five short bursts of the school bell. On an occasion when the children may need to find safety under the classroom tables, this signal will be repeated.

If there are pupils outside, a whistle will be blown (5 short blasts, repeated as necessary) to indicate that the children need to move to the nearest doorway and enter the school. They should then proceed to their classroom.

Procedures

- Close all windows and doors and remain in the room
- Lock external doors and turn off lights and interactive boards.
- Minimise movement around the school and stay away from windows as far as is possible
- Stay calm
- Be aware that the school may be in lock down for some time
- Children or staff not in class for any reason must return immediately to their classroom (or nearest classroom if this is not possible) and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
- Staff to remain in lock down positions until informed by a member of the Senior Leadership Team
- As soon as possible after the lock down a register should be taken. If all pupils are present and correct, an email should be sent immediately to Mrs Stevenson (School Office) and Mr Reeson (Headteacher). The email should also state which staff are in the room. If a pupil is not

accounted for then a call should be made to the main office immediately using the telephones within classrooms.

- Kitchen staff should remain in kitchen, put lights out and lock doors. An email should be sent to Mrs Stevenson (School Office) and Mr Reeson (Headteacher) to advise which staff are in the kitchen.

Drills

Lockdown drills will take place once a term. Following each drill there will be a review meeting to consider effectiveness of procedures.

Staff Roles

School Business Manager and administrator to ensure that the main entrance is locked and to call the police.

Head Teacher or Site Manager to ensure all other doors are locked and check corridors for pupils not in a classroom.

All staff have a responsibility to close and lock nearby doors and windows.

Support staff will check toilets then move to the nearest classroom.

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's communication service.