

# St Paul's Catholic Nursery and Primary School



## Lockdown Policy

### **Review**

This policy and procedures will be reviewed annually.

Review and approved by FGB: September 2019

Reviewed and approved by FGB: September 2020

Reviewed and approved by FGB: March 2021

Reviewed and approved by FGB: June 2022

## **Rationale**

Lockdown procedures are part of St Paul's Catholic Primary School's health and safety policies and 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, 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 lockdown procedures are to take place immediately on hearing a megaphone siren.

## **Procedures**

Follow the CLOSE procedure as follows:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure.

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 if outside, as quickly as possible and the locking of the school's classrooms, offices, and all outside doors
2. If children are inside, at the given signal the children must remain in the room they are in and staff will ensure the windows and doors are closed/locked and screened where possible. Children are to be positioned away from possible sightlines from external windows/doors.
  - i. Nursery: Classroom cupboard, by toilets or under a table near the partition window
  - ii. Reception: Left hand corner of classroom by the kitchen, shower room
  - iii. Year 1: Carpet area as close to the classroom cupboard as possible.
  - iv. Year 2: Carpet area as close to the classroom cupboard as possible, moving the portable whiteboard in line with bookcases and table. Disabled toilets to be used as a back up.
  - v. Year 3: Under desks
  - vi. Year 4: Under the maths board, under the sink and under tables
  - vii. Year 5: Under the laptop desk, art cupboard and under tables
  - viii. Year 6: Under tables.

Lights, SMARTBoards 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 (ie: children using toilets when lockdown procedure is engaged).

**NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

4. Staff to support children in keeping calm and quiet.

5. 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.

6. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the School Office immediately of any pupils not accounted for via email to the admin, office and head/AHT's using the lockdown group email address – lockdown@stpauls373.herts.sch.uk.

### **Staff Roles**

1. Office manager/ Admin assistant to report to HT office and lockdown, call police called if necessary. If staff are around the school building, report to nearest classroom

2. Head or site manager 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.

The Headteacher's office to be the command centre.

### **Communication With Parents**

If necessary parents will be notified as soon as it is practical to do so via telephone/the school website/schoolcomms. 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.

### **Lockdown 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.