



# ***St Joseph's Catholic Primary School***

## **LOCKDOWN PROCEDURES POLICY**

June 2019

### **Rationale**

The purpose of this procedure is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school Emergency Management Plan.

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack:

### **Lockdown Procedures**

Circumstances triggering a lockdown

- Irate parent or carer in the school or on the school grounds.
- Intruder/s on the school site, with the potential to pose a risk to staff and pupils
- Group of youths on the grounds causing ASB or damage
- Person or persons acting suspiciously on or around the schools location
- Major fire or environmental emergency in the vicinity of the school
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and pupils in the school, this may be community disturbances, dangerous dogs etc.
- A potential terrorist attack at the school or in the close vicinity

## Unknown Adult on School Premises

All visitors to the school are requested to sign in at Reception and wear a 'Visitor' badge. Supply teachers are asked to wear a 'Visiting Teacher' badge.

Staff are expected to be vigilant at all times. An unknown adult not wearing a badge is recognised as a potential intruder. ***An intruder is an unauthorised person who enters school property.*** Members of staff should take the following action:

- Consider whether to approach the intruder, or whether it is safer to immediately ring for police assistance. Staff should not endanger themselves.
- Consider asking another staff member to accompany you before approaching the intruder.
- Politely greet the intruder and identify yourself.
- Inform the intruder that all visitors must sign in at Reception.
- Ask the intruder the purpose of his/her visit. If possible, try to identify the individual.
- If appropriate, accompany the individual to Reception in order to sign in.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany the intruder to the exit at Reception and notify the Head teacher.

### If the intruder refuses to leave

- Inform the intruder that if he/she does not leave the school site the police will be called.
- Notify the Head teacher if the intruder refuses to leave.
- Give the school office a full description of the intruder.

## Alerting the school community

**Should the situation escalate quickly, the Head teacher may decide at any time to initiate lockdown procedures.**

The school's lockdown plan is as follows:

|                      |  |
|----------------------|--|
| Signal for Lockdown  | Pulsing bell – 5 rings on the fire alarm system ( <i>different to constant sound of the fire alarm</i> ) |
| Signal for all clear | Telephone call or walk around  |

|   |   |
|---|---|
| Rooms most suitable for lockdown                              | All classes to remain in classrooms                           |
| Entrance points (e.g. doors, windows) which should be secured | External doors<br>Fire doors<br>Internal doors<br>All windows |
| Communication arrangements                                    | In person, telephone call                                     |

1. Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, [\[in person/use nearest school phone point/mobile phone\]](#), providing information about the situation.
2. If possible, reception staff should inform a member of the Senior Leadership Team (SLT) immediately.
3. SLT consults the Council Emergency Control Room if appropriate and makes a decision whether to impose lockdown.
4. If the decision is taken to impose a lockdown, the SLT will sound an agreed alarm.
5. Due to the unpredictable nature of the event, it may not be safe or practical to contact the SLT. In this situation the member of staff should sound the alarm if they are able to.

## **Response to lockdown alert – [please remain calm](#)**

If the alert occurs during lesson time:

1. All pupils inside the school should remain in their classrooms. Corridors and toilets should be checked for pupils and Staff.
2. Pupils on the school site but outside the buildings should be brought in immediately and go to the class rooms but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident.
3. Site managers/caretakers or premises team should make sure these routes are unlocked. Appendix B shows the exit points. If the alert occurs before school, during break or lunchtime:

Staff should follow the guidance in *Appendix A*. Where it is safe to do so, staff must insist pupils accompany them to seek alternative exits to the school site.

## **Once the pupils are inside the buildings:**

1. Classroom doors locked (where appropriate), where a member of staff with key is present. Turn off lights and computer monitors.
2. Windows closed/locked and blinds drawn. Use classroom furniture to create a barricade at the door if need be.
3. Pupils sit quietly out of sight (e.g. under desk or around a corner).
4. Staff should try and encourage pupils to keep calm and to keep noise down.
5. Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstance.
6. Inform school office of any pupils not accounted for via email or telephone, including mobiles.
7. If it is necessary to evacuate the building, the fire alarm will be sounded twice.
8. Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
9. Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
10. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

11. If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
12. Parents will be notified as soon as it is practicable via e-mail and website (only when appropriate via guidance from the emergency services).
13. Pupils will not be released to parents during a lockdown.

It is of vital importance that the School's lockdown procedures are familiar to all members of school staff. To achieve this, a lockdown drill will be undertaken at least once a year.

## **Lockdown drill – all clear**

Once the incident has been assessed as safe, all classrooms will be either visited by a senior member of Staff, and told the situation is under control and the class can resume activities as normal.

## **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

**STAFF WILL ALWAYS HAVE ADVANCE NOTICE OF A LOCKDOWN DRILL, THEREFORE IF THE SIGNAL OCCURS WITHOUT WARNING STAFF MUST ASSUME IT IS NOT A DRILL.**

## **Training**

- Staff are informed about lockdown policy
- Staff receive a copy of the map of the school - with access points and alternative exits from the school highlighted.
- Staff training on the run, hide and tell practice (Appendix A).
- Pupils informed about lockdown procedure.
- Information to parents via newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.
- Responsibility to review document:
  - The policy to be reviewed once a year by the Governing Body Assets Committee.
  - Run, Hide and Tell principles should be regularly visited.

## **APPENDIX A**

### **Stay Safe**

#### **Firearms and weapons attack**

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### **Run**

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

#### **Hide**

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Hidden from view does not mean you are safe, bullets go through glass, brick, wood and metal.

Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

#### **Tell**

#### **Call 999 - What do the police need to know?**

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.  
Keep your hands in view.

**Do not be nervous when Officers enter the building as they may do some of the following:**

Point guns at you.  
Treat you firmly.  
Question you.  
Be unable to distinguish you from the attacker  
Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet

[http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

Stay Safe Film for training

<https://www.gov.uk/government/publications/stay-safe-film>

Next Review:

Governing Committee: .....

Responsibility: - Headteacher: .....

Chair of Governors .....

Adopted: .....

## ***THE PUPILS' SCRIPT***

Good morning boys and Girls, let's talk safety



Look here we are being safe on the road !!!!

Every day, we do things to keep ourselves safe. Let's think of some other examples. What do you put on before you start biking? What do you do before walking across the street? Another way we stay safe is by practicing for things that probably won't happen but it is good, isn't it to be prepared for just in case.

One way we do this at school, for instance, is by practicing fire drills. Practice helps us play great football and netball so practice makes us know what to do just in case of an emergency.

Another kind of situation we can prepare for is when we need to keep you safe from a stranger while you are at school. This would probably never happen but just like a fire drill, we can practice our response so we are prepared.

Today, we will practice this in a drill called a "Lockdown Drill." During this drill, the teachers lock us inside for safety.

## Here are the steps of what we do during the drill: The name for it is: **PAL.**

**P** is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

**A** is for ADULT: Wherever you are in school, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room you know. If you are outside, look for the teacher or other support adult staff closest to you , they will know what to do and where to go.

**L** is for LISTEN: Listen to the teachers instructions. The teacher will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Listening is so important. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the teacher will tell you that everything is all clear and we can go back to enjoying our regular school day.

We are all here to keep you safe. Practice means we are prepared and can feel confident that we all know what to do just in case. Having a plan like this and practicing what to do in a lock down drill means that we don't have to worry about these concerns and instead we can focus on having fun and learning at school.





