



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Lockdown Procedure

Approved by: Finance & General Purposes Committee Date: 10 May 2022

Last reviewed on: 19 May 2020

Next review due by: May 2024

Lockdown Policy and Procedures

Rationale

As part of our Health and Safety 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 students, 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 on causing harm or damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing over the tannoy system the word "LOCKDOWN".

Procedures:

Follow the **CLOSE** procedure:

- 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

At the above signal staff will immediately usher students into the school building as quickly as possible and site staff will ensure all of the school's classrooms, offices, connecting doors and all outside doors/shutters are locked.

Students will remain in the room they are in and the staff with them will take action to increase protection from further danger:

- Block access points.
- Sit on the floor, under tables or against the wall.
- Keep out of sight and draw curtains to avoid detection.
- Put mobile phones on silent
- Turn off lights and computers.
- Stay away from windows and doors.

Staff and students should be aware of exit points in case an intruder manages to gain access or the room becomes unsafe.

Students, staff or visitors not in class for any reason will proceed to the nearest occupied classroom and remain with that class and classroom teacher e.g. students using toilets when lockdown procedure is engaged.

If practicable, staff should message on AllStaff teams the room they are in, any additional staff and visitors in the classroom with them, and identify any students not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support students in keeping calm and quiet
- Staff to remain in lockdown positions until they are informed by Headteacher or Senior Leadership Team in person or over the tannoy that there is an all clear, unless told to evacuate by the emergency services
- As soon as possible after the lockdown teachers return to their classrooms and conduct a register and message on AllStaff Teams immediately of any students not accounted for. Reception staff will conduct a register of visitors on site and ensure they are all accounted for.

Leadership and Staff Roles

- Headteacher - Initial contact with the emergency services
- Deputy Headteachers - Liaison with parents
- Teachers - Student control in classrooms
- School Office Manager and School Business Manager to ensure that the offices are locked and police called if necessary
- Site team to ensure all staff and students are inside and lock the school's front doors and entrances and check for missing or injured staff members, students and visitors if it is safe to do so
- 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 – in the first instance text message and email, and a message on the website as soon as practicable.

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.

Students 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 the lockdown, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to the parents will be sent home as soon as possible after 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.

Review

This policy and procedures will be reviewed twice yearly.