



St Joseph's Primary School **Link to Health and Safety Policy**

Lock Down Procedures Academic Year 2015\2016

Lock Down/Invacuation Procedures

Rationale

As part of our Health and Safety policies the school has a lock down procedure should there be an imminent threat to the persons inside the premises.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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.

This procedure will also be linked to the Severnside Sirens information, warning of a possible incident involving a leak of dangerous substances

A lockdown is implemented when there are serious security risks to the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, or attempted access by unauthorised persons intent on causing harm/damage. This is by no means an exhaustive list and any-one in authority in the school can instigate the lock down procedure should they feel there is imminent threat to the school.

Notification of Lockdown

Staff will be notified when lock down procedures are to immediately take place on hearing 10 short bursts of the alarm. If time, the school phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'. Any member of staff in any area of the school can instigate the procedure by calling the office via the telephone system to instigate the bell. (This will be until there are press buttons linked to the lock down bell situated around the school).

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, 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.
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 e.g. children using toilets when the alarm goes. If a class is in the hall they are to go to one of the nearest lockable rooms via the internal corridor. If children are not in their appropriate classrooms the staff in that class can inform the office via the telephone system.

4. As soon as possible after the lockdown teachers return to their classroom, take the register and notify the office immediately of any pupils not accounted for.
5. Staff will be notified in an appropriate manner when it is safe either by the person in charge or the internal phone system,

Staff Roles:

1. Front office staff to ensure that their office(s) are locked and police called. (If not a drill)
2. Head, caretaker (if on site) or office staff member locks the school's front doors, connecting doors and entrances.
3. Individual teachers//TAs lock/close classroom door(s) and windows.

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 - telephone or e-mail

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 to the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed annually as a part of Serious Incidents Policy and H+S procedures.

Created by Mrs E M Jackson March 2016

Signed

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Review.....

