

# St Joseph's Catholic Primary School



## Our Mission Statement


We grow together in God's Love as we Pray, Learn and Play

*"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

# LOCKDOWN POLICY

## Article 19:

*You should not be harmed and you should be looked after and kept safe*

This Policy was approved by the Governing Body on	July 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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# ST JOSEPH'S PRIMARY SCHOOL LOCK DOWN POLICY AND PROCEDURES

## Rationale:

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm or damage.

## Notification of Lockdown:

Staff will be notified lockdown procedures are to take place immediately by the code word 'Dog in the Playground' repeated over the tannoy system and one long ring on the school bell.

## Procedures:

1. These signals will activate a process of children being ushered into the school building and classrooms 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 notification the children remain in the room they are in and the staff will ensure the windows and doors are secured/locked where possible and children are positioned away from possible sightlines from external windows/doors where possible. Lights, Smart boards and computer monitors to be turned off. No one to leave rooms until phone call from SLT member or person in authority, eg police.
3. A register should be taken and, if practicable, staff should notify by phone the office that they have entered lockdown and the names of those children not accounted for and where they are (eg toilet, TA catch up area)
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom or office and remain with that class and class teacher e.g. children using toilets when the alarm is raised. Children using toilets by staffroom to go to Head's office if occupied.
5. Any classes in hall for PE, teacher to ensure fire exits closed and lock hall doors and close curtains. Stay away from windows and if possible assemble on stage with curtains drawn.
6. TAs working with pupils in upstairs room or annex to lock doors and notify office names of pupils and where they are. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or a member of the Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear. The school tannoy system will in to signal the end of lock down.

## Staff Roles:

1. Administration staff ensures that their office is locked and appropriate emergency service/LEA bronze/silver officer called. Officer Emergency Call Line: 02920872998
2. Head or Deputy Head locks the school's front doors and playground entrance if possible.
3. Estates Manger to close main school gates if on site and safe to do so.
4. Individual teachers lock classroom door(s) and close windows.

## Communication with Parents:

- If necessary and when possible, parents will be notified as soon as it is practical to do so via Dojo.
- 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 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 pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home at the earliest opportunity 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.

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**Lockdown Drills:**

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