

**Diocese of Nottingham  
Working in Partnership With  
The Our Lady of Lourdes Catholic Trust**

**St Philip Neri with St Bede Catholic Voluntary Academy  
Policy Document**



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**Lockdown Policy 2019 - 2020**

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Approval

<b>Approved by</b>	<b>Approval Date</b>	<b>Review Date</b>
Head Teacher	November 2019	November 2020

St Philip Neri with St Bede Catholic Voluntary Academy is a caring, supportive and happy school where everyone is recognised and appreciated as an individual.

Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.

## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lock Down 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 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

## **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place immediately on hearing whistles being blown continuously at the same time the police will be notified.

## **Procedures**

Follow the **CLOSE** procedure:

- **C**lose all windows and doors.
  - **L**ock up.
  - **O**ut of sight and minimise movement.
  - **S**tay silent and avoiding drawing attention.
  - **E**ndure. 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 as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors, inside doors (fitted chub key) where it is possible to remain safe.
  2. At the signal given, the children remain in the room they are in and 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 and doors. Lights, smartboards 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 lockdown procedure is engaged.
4. If practical staff should notify the front pastoral / reception by phone that they have entered lock down and identify those children not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL** as soon as the whistle has been blown the police will be contacted.

1. Staff to support children in keeping calm and quiet.
2. Staff remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

### **Staff Roles**

1. School administrator to ensure that office is locked and Police called if necessary.
2. Head or Site Supervisors lock the school's front doors and entrances.
3. Individual Teachers / TA's lock and close classroom door(s) and windows. Nearest adult to check the exit doors.

### **Communication with Parents**

If necessary parents will be notified as soon as is practical to do so via the school's established communication network – text.

Parents will be told:

**'...the school is in a full lockdown situation. During this period the main reception phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'**

Depending on the type of 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 lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### Lock Down 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 annually as a part of the School's Health and Safety Procedures.

### Lock Down Plan

Management and Control	
Nominated Person	Responsibility
Head Teacher	Initial contact with emergency services.
Deputy Head Teacher	Liaison with parents.
Teachers (On a Rotating Basis)	Pupil control.

Signals	
Signal for Lockdown	Continuous blasts on whistles.
Signal for All Clear	Classes spoken to individually.

Lockdown	
Specified Assembly Points	Classrooms, School Hall, PPA Room, Library
Entrance Points	Main School Entrance
Communication Arrangements	<ul style="list-style-type: none"> <li>• Telephone Systems</li> <li>• Mobile Phones</li> </ul>
Notes	

Lock Down Plan				
Step	Initial Response	Check	Time	Signed
1	Ensure pupils are inside.			
2	Secure all entrance points to the school.			
3	Dial 999 for each emergency service that the incident requires.			
4	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Put mobile telephones on silent.</li> <li>• Turn off lights and computers.</li> <li>• Stay away from windows and doors.</li> </ul>			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so.			
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.			

**November 2019**

School Lockdown Planning Checklist	
When might an emergency lockdown be used?	A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school) An intruder on the school site (with the potential to pose a risk to staff and students). A warning being received regarding a risk locally. This could be air pollution (smoke plume, gas cloud etc.) or a major fire in the vicinity of the school.
Lockdown Signal	How will a lockdown be communicated? Some options are: Ringing lesson change bells in a pre-defined sequence; air horn; a whistle.
Entrance points which should be secured (e.g. doors, windows)	All entrance points should be closed and locked.
Lockdown points	Do all doors have suitable locks? Do we need to install any additional security features?
Communication arrangements	Two-way radios. Mobile phones. Instant messaging / email.
Ensure all pupils are inside the school' building	Keep people out of public areas, such as corridors and foyers.
Secure the immediate environment and other vulnerable areas. Identify has this might be accomplished	<ul style="list-style-type: none"> <li>• Lock any entrance points (e.g. doors, windows).</li> <li>• Barricade entrances (e.g. move furniture to obstruct doorways).</li> </ul> Lock yourself and others in a suitable room. If in transit, find the nearest available room and lockdown
Ensure there is an escape route identified	A window or door which could be used if necessary.

<p>Ensure people take action to increase their protection from any risk (including personal attack)</p>	<ul style="list-style-type: none"> <li>• Keep out-of-sight and remain quiet.</li> <li>• Silence any sources of noise (e.g. mobile phones).</li> <li>• Turn off lights.</li> <li>• Draw curtains / blinds.</li> </ul> <p>Avoid doorways and windows. Sit on the floor, under tables or against a wall.</p>
<p>Other considerations during lockdown</p>	<p>How will we respond if the fire alarm is activated during lockdown? How will we respond to a medical emergency during lockdown? Who will contact the emergency services during lockdown?</p>
<p>All clear signal</p>	<p>How will the all clear be signalled after an emergency period has passed?</p>
<p>Engage with children and practise so that everyone knows what to do in an emergency</p>	<p>Plan regular lockdown practises (annually is recommended). Make it 'fun'; possibly a 'hide-and-seek' type activity; the quietest class during lockdown wins a prize.</p>
<p>Engage with adults (parents, carers) to alleviate any concerns</p>	<p>Let parents know why we are doing this.</p>

OLOL/LOCKDOWN/DB1018