



ST AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Lockdown (Stay Safe) Policy

Mission Statement

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

Equality Statement

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil or member of staff and it helps to promote equality at St. Augustine of Canterbury Catholic Primary School.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Date issued: November 2018

Reviewed October 2022

Next Review October 2025

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

Lockdown (Stay Safe) procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown (Stay Safe) procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog/animal roaming loose.

Staff Responsibilities	
Headteacher (Deputy Headteacher/SENDCO if Headteacher unavailable)	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. <ul style="list-style-type: none"> - Communicate with parents - Communicate with Emergency Services - Communicate with Local Authority/Education Commission
School Business Manager/Office Staff	Escort visitors to agreed safe place. <i>DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.</i> Contact Class Teacher (if a class is offsite e.g school trip)
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.
Site Manager/School Business Manager	Make sure all access points are secured. <i>DfE guidance says that a named person should be responsible for this.</i>

Signals - Internal (inside the building)	
Signal for lockdown	Lockdown alarm sounder activated (A panic alarm button has been installed in the Reception office, Hall, Junior Communal Area, Infant Communal Area. 1 sounder installed in the Hall, Infant communal area and Junior communal area.)
Signal for all-clear	Verbal from designated person or Telephone call to classrooms by SLT/Office Staff "Attention Lock Down has finished" (Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.)
Signals - External (outside the building)	
Signal for lockdown	Whistle to be blown outside. This will indicate to the children and staff that they need to line up and enter the building (if safe to do so)
Signal for all-clear	Verbal from designated person or Telephone call to classrooms by SLT/Office Staff "Attention Lock Down has finished" (Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.)

Once the **Signal for Lockdown** (See above) is activated: -

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
 - Lock up
 - Out of sight and minimize movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will moved to the nearest place of safety on or off site.
 - Those inside the school should remain in the room/classroom they are in.

- Staff will ensure windows and doors are closed/locked and blinds closed where possible. Children should be positioned away from possible sightlines from external windows/doors. Lights, interactive boards, laptops/computers to be turned off. Mobile phones should be switched to silent mode.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked). Office staff to ensure windows are locked and blinds drawn. Reception door to be closed/locked if safe to do so.
- Children, adults 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.
- Staff on PPA to lock down in the staff room or workroom; remaining quiet with no kettles on.
- Catering staff to close the shutter to the kitchen and turn off lights. Call SBM or Headteacher from the kitchen phone to say all present.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone and instigate an immediate search for anyone missing if safe to do so.
- **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
- **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**
- Staff should encourage the pupils to keep calm (as best they can) and keep a calm atmosphere in the classroom). The children can engage in a silent activity i.e read a story/book
- Lock Down grab sheet/timeline to be followed
- As appropriate, communication with the Emergency Services will be established and Medway Council and the Education Commission notified.
- Parents will be notified as soon as it is practicable to do so.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble as directed.

- Staff to remain in lockdown positions until informed by key staff - See [Signal for All Clear](#)

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings.

Partial Lockdown

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via verbal communication.)
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

"Partial lockdown" is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: "Full lockdown"

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return to classroom.
- External doors locked. Classroom doors locked and blocked.
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the lockdown alarm may sound, and a verbal message via telephone which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone, but will not make unnecessary calls to the central office as this could delay more important communication.

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. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

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..."

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more sever scenario, Medway Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

Lockdown Grab Sheet/Timeline

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classroom
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Lockdown sounder and Classroom telephones
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.
Initial response- Lockdown Plan	tick/sign/time
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building.	
Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall • Keep out of sight • Draw curtains/blinds • Turn off lights • Stay away from windows and doors All adults are responsible for their own class.	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
If possible, check for missing / injured pupils, staff and visitors.	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

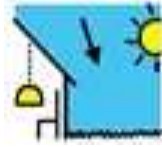
Lockdown Drill



A lock down drill is not a fire drill



it means there could be danger outside



or inside school



we will hear a very loud



sound



this means that we must go quickly inside if we are

outside, sit on the floor



and close the blinds



This is to keep everyone safe.



no Talking



be quiet



wait for the drill to be over

and your teachers say everything is ok.