



ST MATTHEW'S CATHOLIC PRIMARY SCHOOL

LOCKDOWN POLICY AND PROCEDURES

2023-2024



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LEADER: MRS C SIME

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Rationale

As part of our health and safety procedures St Matthew's School has a lockdown policy. A Lockdown Procedure is in place to support staff to manage unexpected risks and threats.

Lockdown 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 Procedures may be activated in response to a number of reasons including:

- 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).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

Definition of Partial and Full Lockdown Partial Lockdown

A Partial Lockdown could be due to a reported incident in the local community including air pollution or civil disturbance. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.

Full Lockdown

A Full Lockdown signifies an immediate threat and may be an escalation of a partial lockdown. An example of this might be an intruder on the school site, with the potential to pose a risk to staff and pupils.

Lockdown bell and school bell are located in the front administration office.

Immediate action:

SLT to activate lockdown alarm located in reception and this will sound throughout the school. Sound will also be activated externally via Hand bell.

All staff and pupils:

- All outside activity to cease immediately
- Pupils and staff return to their class where it is safe to do so. If it is deemed unsafe to return to your usual class, please make your way to the nearest class.
- If you are not in your usual class please notify the SLT of your location by phone/email.
- All staff and pupils remain in the building and external doors and windows locked.
- Internal door's locked, windows locked, window and door blinds drawn, lights turned off, pupils sit quietly, away from windows and sight glass where possible.
- Register taken/head count – staff to use phone/email to SLT to communicate.
- Staff and pupils remain in lockdown until it has been lifted by a member of SLT or a member of the emergency services via phone/email using the sentence 'Elvis has left the building'.
- During the lockdown, staff will keep agreed lines of communication open via email
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website, parent mail, social media, or the school app.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure her safety
- Do not 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 to come 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 phones 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.

Drill

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

Full Lockdown Procedure

Signals

- ✚ Staff will be alerted to the activation of the plan via Lockdown alarm ✚ being sounded with an intermittent tone.
- ✚ The signal for the all clear will be given by the emergency services and SLT via phone/email including the sentence 'Elvis has left the building'.
- ✚ SLT will then walk the school to assess the site.
- ✚ Do not exit lockdown unless you have been advised verbally by phone/email by a member of SLT or the emergency services.
- ✚ Do not exit lockdown unless you have been advised otherwise as stated above.

Lockdown	<p>Front reception door will be locked immediately.</p> <p>Outside - Pupils who are outside of the school building are brought inside as quickly as possible unless this endangers them and others. The alert for outside is the school bell will be rung continually. Class Teachers will be responsible for their own class.</p> <p>Inside – Pupils and staff will be alerted to this via the lockdown alarm.</p> <p>Whoever initially calls for lockdown will inform the reception before anyone else. All staff to take action to increase protection from attack: Secure access points – External doors, fire doors, Internal doors, and windows, draw door and window blinds where possible, children will all sit away from external windows.</p> <p>Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock or wedge closed classroom doors where possible. (Alternatively, ask pupils to hide or disperse if this will improve their safety).</p> <p>Intervention Rooms – disperse to the nearest lockable class and follow the instructions above.</p> <p>Hall – Close external door, pull blinds down and barricade internal door with furniture e.g. dining tables</p> <p>Reception classes – sit on the carpeted area away from the vision of the classroom doors following the instructions above.</p> <p>Kitchen – close servery shutters and follow the instructions above.</p> <p>Other staff –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and draw curtains / blinds. Turn off lights and stay away from windows and doors. Once in lockdown mode, staff should notify the SLT via phone/email immediately of any pupils not accounted for or any extra children they have taken into their room.</p> <p>Staff to gather all essential resources if safe to do so i.e., mobile phone, laptop etc.</p> <p>Staff should encourage the pupils to keep calm.</p> <p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site</p>
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Communication Arrangements	<p>Email for staff to contact SLT.</p> <p>Phones in every class/office</p> <p>Call emergency services - Dial 999. As appropriate, the school office / SLT will establish communication with the Emergency Services and notify the Local Authority (236 2635).</p> <p>Parents/Carers- Parents will be notified as soon as it is practicable to do so.</p> <p>Pupils will not be released to parents during a lockdown.</p> <p>Remain inside until an all-clear has been given by a member of SLT, or unless told to evacuate by the emergency services.</p>
Evacuation	<p>If it is necessary to evacuate the building, everyone will be alerted via SLT email / phone by a member of SLT and emergency services</p>

Partial Lockdown	
Alert	<p>Alert to staff: ‘Partial lockdown?’ will be announced via verbal communication – phone/email.</p> <p>This may be because 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 because of a warning being received regarding the risk of air pollution, etc.</p>
Immediate Action	<ul style="list-style-type: none"> ✚ All outside activity to cease immediately ✚ Pupils and staff return to their class where it is safe to do so. If it is deemed unsafe to return to your usual class, please make your way to the nearest class. ✚ If you are not in your usual class please notify the SLT of your location by phone/email. ✚ All staff and pupils remain in the building and external doors and windows locked. ✚ Internal door’s locked, windows locked, window and door blinds drawn, lights turned off, pupils sit quietly, away from windows and sight glass where possible. ✚ Register taken/head count – staff to use phone/email to SLT to communicate. ✚ Staff and pupils remain in lockdown until it has been lifted by a member of SLT or a member of the emergency services via phone/email using the sentence ‘Elvis has left the building’. ✚ During the lockdown, staff will keep agreed lines of communication open via email ✚ If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed. ✚ Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

Risk Assessment	All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
	<p>'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.</p> <p>In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.</p> <p>If necessary, a partial lockdown may be escalated to a full lockdown.</p> <p>Staff will be alerted via the emergency lockdown signal.</p>