

St Mary's Catholic Primary School
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Lockdown Policy

2018 - 2020

POLICY DETAILS:

Legal Status: Mandatory

Adopted: October 2016

Version Date: October 2018

Next Review: September 2020

Responsible Person: Governing Board

Introduction

St Mary's Catholic Primary School seeks to ensure that children and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires children and staff to be locked within buildings for safety.

This policy applies to all staff, volunteers, parents, children and people visiting our school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

St Mary's Lockdown Policy and Procedures will apply when children and staff need to be locked within buildings for their own safety. This will occur if there is an emergency situation including a hostile intruder, terrorist attack, criminal activity, chemical spill or extreme weather event. All persons on site must adhere to the Policy and Procedures for safety.

Copies of this Policy will be disseminated to all staff via the weekly staff briefing and will also be included in the annual list of documents provided to the School Incident Management Team on USB pen.

- There will be at least one practice lockdown drill per term.
- All staff members must ensure they are clear about lockdown procedures before a practice drill or lockdown occurs.
- Teachers will remind children of the lock-down procedure at the start of each term.
- All people on the school site will participate in St Mary's Lockdown procedures.
- In the event of an emergency, the Headteacher will make the decision, in consultation with police when deemed necessary, with regard to whether the school site needs to be locked-down.
- Children will not be released to parents during lockdown. Parents are not to call the school as this may tie up emergency lines that must remain open. A lock-down situation requires silence in order not to alert an intruder to the presence of children and staff in classrooms.

Administration Responsibilities (when possible)

1. Immediately activate Lockdown procedures (via panic alarm system which will be located in Reception and Headteacher's office).
2. Contact Police (999) and advise emergency.
3. Assigned personnel to remain inside and only go outside to direct emergency services when they have arrived on the school site.
4. In each classroom an internal message will be delivered to the class teacher's whiteboard from the Reception staff, informing them of the actual emergency.
5. Each teacher to message the Reception staff back at the earliest opportunity with the number of children in their classroom and the names of those children who are in not in school on the day.
7. Liaise with Director of Catholic Education for Critical Incident Response Team to be activated for crisis counselling / debriefing the community.
8. The Headteacher, or in her absence, the Deputy Headteacher are the only staff authorised to give the 'all clear signal' when the emergency has passed by informing the Reception staff to internal message all teachers etc.
9. Arrange for parents to be informed via the school's text messaging service following the approval of the police.

The School's Internal Messaging System will be activated and the following message will be given to all class teachers and other computer users:

“Activate lock-down procedures immediately.

All children, staff, parents and signed in visitors please proceed to the nearest classroom.

Staff, secure your rooms and children.

An intruder is located (location given) and is wearing (description).

OR the reason for the lock-down is... (where it is appropriate to give such information).

Authorities have been notified”

Lock-Down Procedures:

1. In the event of a building lock-down, it is mandatory that all children and staff remain in the classroom. Children and staff who are in the hallway or in the playground are to move into the Junior Hall or to the nearest classroom.
2. Staff should check hallways for children and direct them to the nearest classroom.
3. Close windows and blinds in the classroom and lock the door, if possible.
4. Turn off the lights, fans or mobile air conditioning units as it is important to remain silent.
5. Position children against the door, wall or behind desks in the most non-visible corner, seated.
6. Do not ring the office during the lockdown.
7. Remind everyone to remain silent.
8. No one is to leave the room during the Lockdown.
9. Remain in this position until the “All clear” is announced via the internal message received from the Reception Staff, who in turn, will have had this instruction from the Headteacher