

Safety Code of Practice

January 2018

Lockdown Procedure

St Gregory the Great School



Lockdown

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1. INTRODUCTION

Although it's not a legal or mandatory requirement to have a lock down procedure, advice and guidance suggests it is good practice to ensure we can respond effectively to an incident and keep all students, staff and visitors safe. The health and safety of all persons on the school grounds is the number one priority and the need for a robust and tested procedure is an important process. This lockdown procedure has had written taking in to consideration the following:

- Location of school and surrounding areas
- Boundaries and access points
- Security and safeguarding arrangements
- 4 Building layouts and occupancy
- Daily activity on grounds

This lockdown procedure is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, students or visitors in the school.

This document will be available for the parents and on the website. However, the sensitive information such as instigating the lockdown will be removed.

This document is for public viewing and some sections have been removed to protect the lockdown procedure.

2. REASONS FOR A LOCKDOWN

With any lockdown procedure, the aim should be to minimise any disruption to the learning environment and daily operating activity. Lockdown procedures may be activated in response to any number of situations, but some are more typical than other. The list below presents a few possible reasons and variations for initiating a lockdown;

- Intruder
- Bomb threat
- Terrorist threat
- Hostage situation
- Chemical incident
- Police incident close to school
- Fire
- Uncontrollable or dangerous dog
- Weapon(s) or knife threat

This is not an exhausted list and won't cover every eventuality or need for a possible lockdown

3. INITIATING A LOCKDOWN

The school has set out a process to enable fast and effective communications to instigate the lockdown. Should any member of staff identify a serious concern or risk that may warrant a lockdown, they must make contact with one of the safe staff

Safe Staff

Primary – Content removed

Secondary – Content removed

All content about initiating a lockdown has been removed and not available to the Public

4. LOCKDOWN IMMEDIATE ACTION

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Students should abide by the following rules during a school lockdown:

- Alert a member of staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so

Pupils will not be released to parents during a lockdown

5. EMERGENCY PROCEDURES

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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 Principal with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, the business continuity plan will be launched to support the lockdown.

6. EXIT A LOCKDOWN

Once we are able to confirm it is safe to exit a lockdown procedure, the safe staff will do the following;

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Safe staff will then move around the school to unlock doors and check all classrooms and communal areas to exit the lockdown as smooth as possible.

7. STAFF AWARENESS AND PRACTISING

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase familiarity).

Further regular work should be done to;

- Ensure detailed lockdown procedures are listed within the business continuity plan and regularly reviewed
- Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and pupils

- Display lockdown drill information in every classroom alongside information relating to fire drills

8. COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

School lockdown procedures and practise drills should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, details of any incident or development will be communicated to parents as soon as is practicable possible by the Principal.

Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 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 get your children, and where this will be from

The communication with parent’s part of the plan needs to reassure parents that the school understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done.

Approved by

Principal _____

Date _____

Date for review: January 2019