

English Martyrs Catholic Voluntary Academy  
Lock Down Policy and Procedures.



Adopted: September 2017

Review: September 2018



“ We learn and grow as a family in the footsteps of Jesus “

### **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 lock down procedures are to take place immediately on hearing a continuous sound on the air horn.

### **Procedures:**

Follow the **CLOSE** procedure:

- Close all windows and doors
  - Lock up
  - Out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. 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/ shutters where it is possible to remain safe.

2. At the given signal, the children remain in the room they are in and the 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/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
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 practicable 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**

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors 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 her office is locked and emergency services called if necessary. Senior member of staff to call emergency services if school administrator is not available.
2. Head or site supervisors lock the school's front doors and entrances and if safe to do so the site supervisor or senior member of staff will endeavour to leave the building to meet emergency services.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – parent mail and school face book page. Both communication systems can be accessed from any electronic device.

Parents will be told:

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

Depending on the type and 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 lockdown 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. This will be known as a shelter drill for the practices. 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 the emergency services
Senior Member of staff	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Air horn
Signal for all-clear	Verbal

Lockdown	
Specified assembly points	Classrooms , Offices
Entrance points	Main School Entrance
Communication arrangements	<ul style="list-style-type: none"> <li>• Telephone System •</li> <li>Mobile phones</li> </ul>
Notes	

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <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 blinds to avoid detection.</li> <li>• Put mobile phones on silent</li> <li>• Turn off lights and computers.</li> <li>• Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		

<b>5.</b>	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.	<input type="checkbox"/>		
<b>6.</b>	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
<b>7.</b>	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		