

# SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



## **Critical Incident Management Planning** **Lock Down Policy**

It is necessary to have a Lock down Policy. This status is invoked if there is deemed to be a threat in school consisting of an incident that would present a serious danger to students and staff. The Lock down Policy situation can only be authorised by the Head teacher or, in his absence, the deputy Head teacher /senior members of staff.

The 'Lock down Policy' situation will be announced by the use of an air horn, over the radio/mobile phone. On hearing the air horn 'Lock Down' staff should ask all students to stay in the classroom and lock the doors and remain in the classroom until further notice. If outside on the school grounds, move students into the nearest classroom or room with a lockable door (canteen/sports hall) until the 'Code Green' all clear has been given. Air horns are situated in school office and staff room. Nursery will be contacted using the school phone and will be told there is a locked down situation in progress.

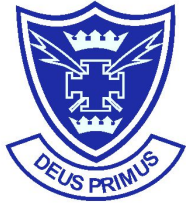
### **Radio Silence**

Only the Head teacher, HT/DHT and Fire Marshals will sweep corridors during the lock down, once school is secure a member of the sweep team will give instructions to the office for a 'Code Green' and 1 ring of the school bell.

The 'Lock down Policy' status will remain in force until there is a 'Code Green' announcement and a continuous ring of the school bell that will mean there is an 'all clear' situation.

### **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors 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 and blinds 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.
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 siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. year 3.



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4. If practicable staff should notify the front office by phone that they have entered lockdown and those children not accounted for.

## **NO ONE SHOULD MOVE AROUND THE SCHOOL**

5. Staff to support children in keeping calm and quiet.

6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.

7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

## **Staff Roles:**

1. Front office staff ensures that their office(s) are locked and police called if necessary.

2. If required, the head or office staff member locks the school's front doors and entrances.

3. If required, the Site Manager if on site to make sure all gates or locked then head to Office.

4. Individual teachers TAs lock close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked in the Primus and Romero centres.

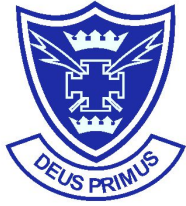
5. Staff on PPA to lock down in the room they are in.

6. Catering Staff to lock back door to kitchen and dining hall doors and turn off lights.

## **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

## **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 – website/ parent mail / telephone
- 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.



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- 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 parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Review**

<b>Policy Written:</b>	<b>Policy Review date:</b>
<b>February 2018</b>	<b>July 2020</b>