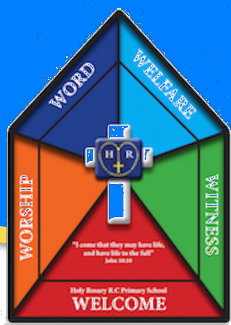


# Lockdown Procedure Policy



## OVERVIEW

This Policy is set within the context of the School Mission Statement:

**“I come that they may have life and have life to the full”**

John 10:10

This policy sets out the procedures to be followed in the event of an external or internal incident which has the potential to pose a threat to the safety of staff and children the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the school);
2. An intruder on the school site (with the potential to pose a risk to staff and children);
3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous animal roaming loose.

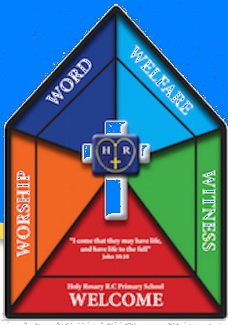
## OBJECTIVES

1. To ensure that staff are clear on procedures to follow in the event of a Lockdown
2. To ensure staff know their roles in the event of a Lockdown
3. To ensure parents know the procedures related to a Lockdown and how they will be communicated with
4. To ensure procedure in place for practicing Lockdowns and information reported to Governors
5. To ensure procedures are reviewed regularly and clearly communicated

## STRATEGIES

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal, audible throughout the school; This will be a Klaxon sound made X3 in 10 second bursts. This will be made by the head.
2. Headteacher/SLT will ring police and contact LA to alert nature of emergency – if Necessary.  
**Control room (0161 633 1803)**
3. Children who are outside of the school buildings to be brought inside to their own classrooms as quickly as possible;
4. If the risk is in a classroom, members of SLT will direct children away from this location
5. Those children and adults inside the school will also move to their own classroom.

# Lockdown Procedure Policy

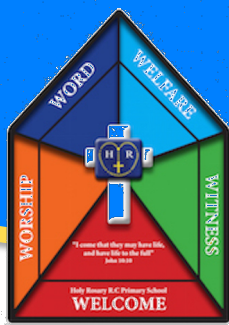


6. If children are already in class, they are to move to seated position together on the floor (carpet area)
7. All external doors and windows are locked. Keys to be hung on hooks on door frame.
8. Children to be seated together on carpeted area as to be as out of sight as possible. On entering the class, staff must check all children accounted for and report any children missing to the office & head by Teams.
9. Additional instructions will appear on Teams. These will share the risk with staff so they can be alert but may also include safety instructions i.e. close shutters
10. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.
11. SLT to remain in Heads office and co-ordinate lockdown procedures. If office is risk area, Copier room in centre of school to be used.
12. Headteacher will update Governors in Heateachers report as to any Lockdown practices and implications that occur.

## **Bomb threats: Procedures for handling bomb threats**

13. On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.
14. If the site requires full evacuation staff and children from Holy Rosary Primary School, children will promptly leave the site and go to car park of Holy Rosary church where they will be held until either returning to the school building or be dismissed to parents. SLT will allocate staff to supervise the gates to ensure no movement in or out of car park.
15. If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text Parents will be told:  
*'..the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'*
16. 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. Children will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines.
17. 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 their children can be picked up from office staff or emergency services.
18. 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.

# Lockdown Procedure Policy



## Staff Roles

School Office Staff ( R.Wiseman, P.Palmer )	School administrator to ensure that her office is locked and police called if necessary.
Site Manager	Lock front doors
SLT - Head	Raise initial alarm
SLT – Deputy & Assistant Head	L.Dootson – communicate instructions via skype S.Warsap – Ring police & Control room (0161 633 1803) If office is risk area, Nurture group to be used.
Teachers	To return to own classroom and follow procedure J.Handley to cover Y6 where possible
Additional Teaching staff: J.Finch, & J.Harty	Return to office (if not covering staff role)
Janet Morley	Ensure toilets in KS2 (Year 5/6) are clear – Go to Year 5
Julie Taylor	Ensure toilets in KS2 (Year 3/4) are clear – Go to Year 3
Nicola Mason	Check Copier room empty and external door locked
Jade Giles, Yasmin Newton, Bev James	Return to Foundation Stage to support
Rachel Cummiskey	Check door secure outside Year 2 - Return to Year 1
Karen Clarke	Check stage,
Janet Lomas	Check disabled toilet the go to Year 4

## OUTCOMES

Lock down practices will take place twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

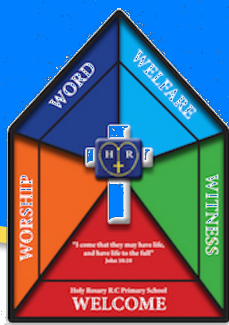
Holy Rosary Governing Body will determine, support, monitor and review the school policies on Safeguarding. In particular they will monitor the effectiveness of the school's policy through the school self-review processes and assess its impact.

## Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

# Lockdown Procedure Policy



Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Registration / Admissions Data	Name D.O.B. Telephone Parental Details SEN	Ensuring children are safe in instance of lockdown procedure  Communication safeguarding	Office and admin staff  SLT	Recorded SIMS And parent App	Held on File Throughout Child's Time at School

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		

Revised and adopted by the Governing Body on: 22<sup>nd</sup> September 2021

Signed : *P.Devine (Chair)*

Date to be reviewed : 22<sup>nd</sup> September 2024