Our Lady and Saint Patrick's School

Lockdown Procedures and Policy - Enhancing safety in our school

Draft policy 2ND October 2017

Agreed by LGB January 2018

Reviewed March 2022, January 2025

At Our Lady and Saint Patrick's we take safeguarding and safety very seriously. It is important that we take into account even those events that are very unlikely to occur. As part of this process, we have a procedure called "lockdown".

Why do we need a lockdown procedure or policy?

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site

- A disturbance or dangerous situation in the local community that could affect the school

- A nearby chemical incident or other risk of air pollution

- An extreme weather or other natural event

- An incident related to terrorism

Our procedure

Staff, pupils and any signed in guests will be notified by three sharp blasts on a whistle and / or the sounding of the school bell. Staff will use the word 'lockdown' to reinforce the process.

Staff and pupils will immediately move into their own classroom provided it is safe to do so.

Staff and pupils in the playground, Early Years outdoor area or on the playing field, will immediately move into their class rooms providing it is safe to do so.

Class teachers, HLTAs or TAs will take a register – electronically if possible or on paper if the nature of the emergency dictates it. Any pupils not accounted for must be reported to a member of the school's Senior Leadership Team.

Pupils will remain in their classrooms, securing doors and windows, and drawing blinds

The Administration staff will call the Emergency Services

The Administration staff will liaise with the Emergency Services.

Front office staff will lock the front door and close office windows.

Early Years staff will close the external shutters providing it is safe to do so.

No child or adult is to leave the school unless under the direction of the Emergence Services or a member of the Senior Leadership Team, or unless the Evacuation Alarm sounds (Fire Alarm). **This over-rides lockdown.**

Members of the Senior Leadership Team will liaise between classrooms during lockdown and evacuate children and staff to internal congregation points if required.

Key Stage 1 – The Library

Key Stage 2 – The Hall

For the duration of the emergency, members of the Senior Leadership Team will activate and carry their mobile phones to aid communication.

Parents and Carers

We will inform our parents and carers that the school is in lockdown by placing a notice on our website, on our Facebook page and by email via the SchoolComms system, providing the nature of the emergency allows us to.

We will remind them that they should not attempt to call at or visit the school while in lockdown as they would potentially place themselves at risk or hinder the Emergency Services.

- ■ ***Please do not discuss the event or speculate on social media to avoid the risk of spreading false information or creating a panic.***

- ■ ***Please do not attempt to telephone the school as the lines must be kept clear for the Emergency Services***

In the event that the lockdown procedure extends beyond normal school hours, the school staff will remain in lockdown with the pupils. Parents should not call at the school until notified by the website, our Facebook page or by email SchoolComms message.

Staff will discuss our lockdown procedures with pupils and explain why they are important. They will reassure pupils that policies and procedures like this will make sure the school remains a safe place to learn.

The school will practice the lockdown process twice during an academic year. Staff will explain the process and remind pupils that the practice drills help ensure the school remains a safe place to learn.