

Archdiocese of Westminster



ST CROSS CATHOLIC PRIMARY SCHOOL

'Together we grow in God's Love'

Lockdown Procedures



St Francis of Assisi
CATHOLIC ACADEMY TRUST

St Cross Catholic Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Approved by Chair of Governors:

Wendy Bolivar

Next Review Date:

Spring 2025

Review Committee:

Local Governing Body

Lockdown Procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to all staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc).
- A major fire, gas leak, or explosive device in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

WHAT3WORDS: Baked/Monkey/Once
Postal Code: EN11 8BN

Bomb threats: Procedures for handling bomb threats:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

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.

The School's Lockdown Procedure is as follows:

If for any reason the lockdown procedure needs to be implemented, then the alarm will be raised by;

- i) Alarm System – Online Lockdown Message
- ii) Verbally by an authorised member of staff.

Signal for ‘all clear’ will be conveyed by the Online lockdown Message sent through the computer or on Microsoft Teams or verbally from an authorised member of staff.

Unless told otherwise, all children and teachers must remain in own classrooms. If there is a specific risk to that area of the school, then the authorised person will lead the class to a safer area.

Entrance points (e.g. doors, windows) should be secured at the earliest opportunity.

Lockdown Drill

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.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

NOTE: Staff will be alerted to the activation of any lockdown practice/drill in advance.

When the Online Lockdown Message is activated, staff must take the following action:

- Pupils who are outside of the school buildings should be brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff).
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff.
- Close and secure all external doors and windows, (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils should sit under their desks quietly.
- Once in lockdown mode, staff should notify the office, through Teams, immediately of any pupils not accounted for and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via Parent Mail and the website (only when appropriate via guidance from Emergency Services).

Staff Roles:

1. School Secretary to ensure that the office is locked and police called if necessary.
2. Head or site Manager lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows.
Nearest adult to check exit doors.
5. Staff on PPA to lock down in the room or nearest classroom.
6. Catering Staff to lock back door to kitchen 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 – School Website – PrimarySites

Parents will be told...

"The school is in a full lock down situation. During this period the phones and entrances will be unmanned, external doors locked and nobody allowed in or out"

- 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.

It is of vital importance that the school's Lockdown Procedures are familiar to all members of school staff. **To achieve this, a 'Lockdown Drill' should be undertaken at least once a year.**

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All Clear

Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.