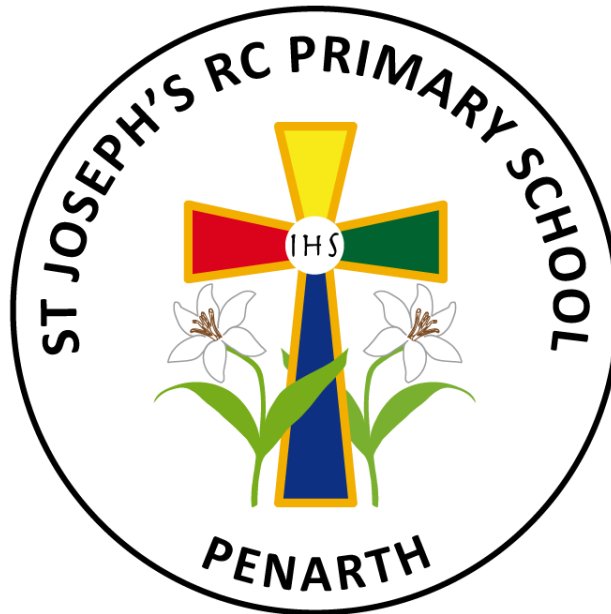


St Joseph's RC Primary School Lockdown (Invacuation) Policy



2023

Document Version History

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	2 nd February 2023	2 nd February 2023	N/A

School Lockdown Procedures

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

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 staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	On the playground – 3 long whistle blows Inside the school building – Verbal communication will be sent through the class phones using a coded message – There is a swarm of bees outside, please stay inside.
Signal for all-clear	Verbal communication will be sent through the class phones using a coded message – The bees have gone, all clear.

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classroom. If in communal areas go to nearest classroom / room that can be locked from inside. If outside, consider if returning inside is best option.
Entrance points (e.g. doors, windows) should be secured locked	External doors, Fire doors, Internal doors All windows
Communication arrangements	Classroom telephones/ staff WhatsApp group/verbal if appropriate
Notes	If someone is taken hostage on the premises the school should seek to evacuate the rest of the site. If safe to do so or await police arrival and follow instructions.

Ref	Initial response- Lockdown	tick/sign/time
L1	Ensure all pupils return inside the school building if safe to do so. Alternatively, ask pupils to hide or disperse if this will improve their safety (follow 'Run, Hide, Tell' - counter terrorism policing) All Adults are responsible for their own class.	
L2	All adults to lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for all emergency services that you require. All class teachers advised to dial 999 as they will not know if anyone else has as they should be in their own rooms and as such will not know other people's actions. SLT and office staff to liaise. If unable to, nominated person to do so (communication via class telephones/ mobiles.)	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights Stay away from windows and doors. All adults are responsible for their own class.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If safe to do so and possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. Code word: The bees have gone, all clear.	

- Staff will be alerted to the activation of the plan via activation of the alarm. (On the playground – 3 long whistle blows; Inside the school building – Verbal communication will be sent through the class phones using a coded message – There is a swarm of bees outside, please stay inside.)
- Pupils who are outside of the school buildings are brought inside as quickly as possible unless this endangers them or others. If children remain outside, they will move to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internalline not available). SLT instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and the Vale of Glamorgan Local Authority notified.
- Parents will be notified as soon as it is practicable to do so via SchoolApp.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded-everyone should

leave the building and exit as stated in the school fire plan.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year and practiced, with prior warning, at least once a year.

Partial Lockdown

Alert to staff: "Partial lockdown"

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building (Staff will be alerted via verbal communication.)
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

"Partial lockdown" is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: "Full lockdown"

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return to classroom.
- External doors locked. Classroom doors locked and blocked.
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone/WhatsApp staff group and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents and the school

This policy is available as a hard copy if requested. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers. School will contact Parents via SchoolApp and remain in contact via SchoolApp.
- Do not come to the school which could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Do not post anything in social media- wait for information from school
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where collection points will be from.

Parents will be told:

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

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In all scenarios, we would be supported by the Vale of Glamorgan council.

Bomb Threat (sent via email or social media) what about telephone

In the event of a bomb threat, via email or social media, the SLT will:

1. NOT reply to, forward or delete the message.
2. Note the address, if sent via email.
3. Note what application has been used and what is the username/ID, if sent via social media.
4. Dial 999 and follow police guidance.
5. Preserve all web log files for the school to help the police investigation.
6. Complete an incident report form.

Equality Statement

St Joseph's is committed to equality and we do not discriminate, either directly or indirectly, against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability or any aspect of their social/cultural background. Furthermore, we strive to be an anti-racist school. All the practices and procedures detailed in this policy are designed to be inclusive and we have considered equality implications as part of our obligations under the public sector equality duty when preparing it. The School's Strategic Equality plan can be found here <https://www.stjosephsrc.com/policies-1/>