



St John Fisher Lock Down Policy and Procedures

Mission Statement

'For I know the plans I have for you; plans to give you hope and a future.' Jeremiah 29:11

St John Fisher Catholic Voluntary Academy School aims to develop in all the children in its care an understanding of their value as unique individuals made in God's own image and to realise the full potential of their God given talents so that they can know, love and serve him through serving others.

To this end the Directors, in partnership with the Staff seek to ensure that:-

Our Catholic ethos is central to everything we do and every decision we make.

Religious education, based on the teachings of the Gospel and informed by the teachings of the Catholic Church, permeates every aspect of school life.

In keeping with our British values, respect and care is shown to for all members of the school community, without favour or prejudice, regardless of age, disability, pregnancy, religious beliefs, gender reassignment, gender, sexuality, civil partnership or race.

Rationale

As part of our Health and Safety policies and procedures the school has a LockDown Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing the sounder or a continuous ringing of the hand bell.

Procedures:

Office staff to dial 999 to inform Police and other emergency services

Follow the **CLOSE** procedure:

- Close all windows and doors, locking doors where possible
- 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
1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ shutters 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 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. Mobile phones are put on silent mode.
 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 lockdown procedure is in force.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by a member of the Senior Leadership Team, that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Office staff to ensure that the front office is locked and police called if necessary.
2. A member of the senior leadership to lock the school front door if possible and safe to do so.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors. Ensure blinds are down and all lights and electrical equipment turned off.

ADULTS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER (OR A MEMBER OF THE SENIOR LEADERSHIP IN HIS ABSENCE) 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 - text

- 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.
- 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 VIA the school's text messaging service or emergency services.
- A letter to parents will be sent home as soon as possible 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.
NaCTSO (National Counter Terrorism Security Office) Guidance
In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

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.

Lock down drills

Lock down practices will take place at least once 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.

Review

This policy and procedures will be reviewed annually as a part of the School’s Health and Safety and Safeguarding procedures.

Lockdown procedures will be displayed in all rooms alongside the Fire evacuation procedures.

Signed _____ Chair of Directors Date _____

To be reviewed July 2018

Lock Down Plan

Management and Control

Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy headteacher/Business Manager	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	X5 10 second bursts of the school bell.
Signal for all-clear	X1 30 second blast of the school bell.

Lockdown	
Specified assembly points	Classroom, Offices, School Hall
Entrance points	Main School Entrance Field Gate
Communication arrangements	<ul style="list-style-type: none"> Telephone System Mobile phones
Notes	

Lock Down Plan

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and draw curtains to avoid detection. Put mobile phones on silent Turn off lights and computers. Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

Date: June 2017

Authorised By _____

Review date June 2018