

**St. Joseph's  
PARK HILL SCHOOL**

ST. JOSEPH'S PARK HILL



**LOCKDOWN POLICY and PROCEDURE**

**Mission Statement**

**We prepare our children for the  
challenges of the future in a nurturing and stimulating environment  
built on Catholic foundations.**

**Reviewed September 2024 MW**

## Lock Down Policy and Procedures

### Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. Locking down school premises and keeping all pupils and staff locked inside the school building is one response to a 'major incident' as detailed in the Major Incidents Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is a serious security risk to the staff, pupils and premises, due to, for example, near-by chemical spillage; proximity of dangerous dogs or other animals; serious weather conditions; attempted access by unauthorised persons intent on causing harm/damage; or a bomb threat.

This policy has regard to the DfE non-statutory guidance Protective security and preparedness for education settings April 2024 which adapts principles from the National Counter-Terrorism Security office (NaCTSO).

### **Notification of Lockdown.**

Staff will be notified lock down procedures are to immediately take place when they hear the alarm in school (**three short bursts of a whistle**) and **three short bursts of a whistle** on the playgrounds.

Reception staff should inform Pre-school (either by phone or in person)

Y6 staff should inform staff in the dining room.

### **Procedures:**

1. If children are on the playgrounds, in the triangle or on the field, these signals will activate a process of children being ushered into the school building, via the nearest entrance, as quickly as possible and the locking of the external doors (main entrance, end of corridor, hall and dining room) Staff and children should then go to their respective classrooms or to the nearest classroom under the direction of the Headteacher, school business manager or staff. This is known as 'invacuation'
2. If children and staff are in class when the signal is given, they should remain in the room they are in.
3. Children or staff not in class for any other reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. staff and children in the library, hall, children using toilets, staff in other areas on PPA etc. when the signal goes.
4. If a class is in the hall when the signal sounds then they should go to the office.
5. As soon as possible after the alarm, ensuring that all staff and children are in classrooms, staff will ensure the doors are locked, the windows are shut, the blinds closed, and children are positioned away from possible sightlines from external / internal windows depending on the nature of the situation. (ie if there is a threat from outside then staff and children should position themselves under the external windows. If the threat is inside then staff

and children should position themselves under the internal windows. If necessary desks should be used to hide under or to use as shields.)

6. Catering staff are to ensure all electrics and lights are off and should go to the classroom next to the library.
7. Pre-school staff will ensure that their Fire Door is secure and blinds closed and follow the procedures as above.

### **LOCKDOWN PROCEDURE FOR OFFICE STAFF** **RECEPTIONIST**

1. Alert office, the Headteacher and Pre-school
2. Lock front door
3. Lock Fire Door in hall
4. Go to main office

### **SCHOOL BUSINESS MANAGER**

1. Ensure dining room door is locked
2. Ensure bottom door is locked
3. Return to main office
4. Lock office door
5. If necessary notify parents by text using the following wording:  
*“The school has gone into full lockdown. This is because ..... Every effort is being taken to keep the children safe. During this period entrances are unmanned and all external doors are locked. No one will be allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to school as your child cannot be released to you. Wait for the school, police or emergency services to contact you when it is safe for you to come and collect your child.”*

### **HEADTEACHER**

1. Ensure all children and staff are safely inside the building
2. Go to main office
3. Contact the Police 999

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by the Headteacher or School Business Manager that there is an all clear.

As soon as possible after the lockdown, when safe to do so, teachers should return to their own classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

All non-teaching staff, support staff and ancillary staff should report to the office.

### **STAFF MUST NOT LEAVE THE PREMISES DURING LOCKDOWN.**

**This procedure will be shared with parents and published on the website. Parents will be encouraged to reinforce with their children the importance of following procedures in these very rare circumstances.**

### **Communication with parents**

- Parents will be notified of a lockdown by text
- Pupils will not be released to parents during a lock down.
- 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.
- 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 following any serious incident to inform parents of the context of the lockdown.

### **Lockdown drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. An annual report will be given to Governors following a practice.

### **Review**

This policy and the procedures within it will be reviewed annually as a part of our Health and Safety Policy and Major Incidents Policy reviews.

# **LOCKDOWN PROCEDURE FOR OFFICE STAFF**

## **RECEPTIONIST**

- 1) Alert office, the Headteacher and Pre-school
- 2) Lock front door
- 3) Lock Fire Door in hall
- 4) Go to main office

## **SCHOOL BUSINESS MANAGER**

- 1) Ensure dining room door is locked
- 2) Ensure bottom door is locked
- 3) Return to main office
- 4) Lock office door
- 5) If necessary notify parents by text using the following wording:
  - a. *"The school has gone into full lockdown. This is because .....  
Every effort is being taken to keep the children safe. During this period entrances are unmanned and all external doors are locked. No one will be allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to school as your child cannot be released to you. Wait for the school, police or emergency services to contact you when it is safe for you to come and collect your child."*

## **HEADTEACHER**

- 1) Ensure all children and staff are safely inside the building
- 2) Go to main office
- 3) Contact the Police

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

Staff to support children in keeping calm and quiet.

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As soon as possible after the lockdown, when safe to do so, teachers should return to their own classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

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Parents will be asked not to call school as this may tie up emergency lines.

**Pupils will not be released to parents during a lock down.**

If the end of the day is extended due to the lock down, parents will be notified by the office staff or emergency services and will receive information about the time and place pupils can be picked up from.

A letter to parents will be sent home following any serious incident, to inform parents of the context of the lockdown.