



*'Learning together through love, friendship, forgiveness and faith.'*

## **St Michael's CE Primary School Sunninghill-** **Lockdown Plan**

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Currently, there is no statutory requirement to have a lockdown policy or procedures. But at St Michael's we consider the need for such procedures as a sensible and proportionate response to any potential threat to the safety of staff and pupils at school.

### **LOCKDOWN PROCEDURES**

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.
- The designated manager for the lockdown procedure is Mrs Anderton. In the event of her absence from the premises, the responsibility will pass to members of the SLT who, together with the school office, have a discrete set of actions.
- Staff and pupils will be alerted to the activation of a lockdown plan by the recognised alarm that's audible throughout the school. The children have practised lockdown procedures with their class teacher and they can discriminate between the fire bell and lockdown alarm.
- Pupils will be brought from outside the school into the school as quickly as possible.

### **IN THE EVENT THE LOCKDOWN ALARM SOUNDS:**

- Those inside the school should remain in their classrooms
- Lock all external doors, windows and air vents where appropriate
- Draw blinds, cover internal door windows and switch off classroom equipment
- Switch all mobile phones to 'silent,' so as not to give positions away
- Ensure arrangements are in place for staff to identify pupils who are not accounted for
- Staff should keep the pupils occupied and calm
- Emergency services should be contacted as quickly as possible either by phone or using the response alarm which triggers an immediate police response- phone call to the school.

- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- The Local Authority and Diocese should also be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- A fire alarm will trump the lockdown, and it will be the cue to evacuate the school and assemble either in the playground or the Cordes Hall, dependent on the weather and advice from either the emergency services or SLT.

Lockdown procedures will be regularly supported with staff training and pupil practice.

Reviewed: September 2018

Next Review: September 2021

**IMPORTANT INFORMATION FOR PARENTS DURING A LOCKDOWN:**

- Parents will be alerted to a lockdown as soon as safe to do so, by text.
- Please be assured we will do everything possible to ensure the safety of all the children.
- Parents should not call the school as this will block the lines when they are needed to contact the outside world.
- Pupils cannot be released to parents during a lockdown.
- The school will contact parents when it is safe for them to collect their children and where this will be from.
- If the lockdown continues beyond school hours parents will be kept informed.

**Ratified by Finance and Premises: October 2017**

**Next Review: October 2020**