



Lockdown Procedure

2022-23

St Ambrose Catholic Academy is:



A member of

St Joseph

Catholic Multi Academy Trust

Transforming children's lives through a world-class Catholic education.

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In this document, "staff" includes both employed staff and volunteers.

Although there is no 'statutory requirement' for a lockdown policy, we have chosen at St Ambrose to have a procedure to help us manage risks.

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
- Severe weather conditions
- The close proximity of a dangerous animal roaming loose

The school's lockdown plan is as follows:

Signal for lockdown	The speaker will sound 'This is a Lockdown' on the Internal system
Signal for all clear	The speaker will sound 'No longer in Lockdown' on the Internal system

Rooms most suitable for lockdown	All children and adults to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person or walk round site radios.

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.

When the 'This is a Lockdown' alert projects on the internal system, staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly and calmly 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
- Move everyone away from windows and doors
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Door stoppers in place and fire doors released THIS SHOULD ONLY BE FOR INTERNAL INTRUDER

- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the walk around site radio system 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 practical via Arbor (only when appropriate via guidance from Emergency Services)
- The **CLOSE** Model to assist understanding and preparation?
 - 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 lockdown for some time

Intruder Lockdown

If an **intruder has entered** the building you should consider the changes to the procedure, this may include;

- Directing all pupils, staff and visitors into the nearest classroom or secured space.
- Classes that are outside should not enter the building but be moved to the evacuation point.
- Lock classroom doors, but do not lock exterior doors. Door blocks in place.
- Keep pupils seated on the floor and turn off the lights.
- Do not respond to anyone at the door until given the all clear.
- Ignore any fire alarm activation; the school should not be evacuated using this method.

Parents/carers will be asked not to call school as to prevent the blocking of communication lines with emergency services.

Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the 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 – All clear

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

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be

communicated to parents as soon as is practical.

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 regards to the timing of communication to parents.

Staff will ALWAYS have advance notice of a lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL!

DRILL

SLT/Site Manager to sound the warning on the internal system:

Person who rings the bell will time from start to clearance of hall and corridors/toilets – They will note the time that it takes for all classes to be contained and in full Lockdown.

Duties/Check List:

Headteacher/Deputy Headteacher must ensure the following procedures take place:

Jobs	Checked
Allocate a member of staff to go outside and check playground and fields and tell those outside to return to their classrooms as Lockdown Drill is taking place.	
JS to sweep KS2 floor	
Office Staff member to take calls from classrooms if teachers report missing persons.	
TM, CH & JL to sweep the KS1 floor	
<u>Allocate Bell Ringer:</u> This person must ring office once the Lockdown is complete to give the all clear.	
Use school speaker system or verbally tell all staff that Lockdown is over.	

Our lockdown policy is linked to our School Emergency Management Plan (SEMP) and our Health and Safety Policy.