

St Paul's Catholic Junior School

Lockdown Policy

2023 -2024



Be kind. Be respectful. Be resilient.

At St. Paul's Catholic Junior School, everything that we do centres around our Mission Statement:

'Learning from the example of Jesus, our school will be a place where everyone feels loved, valued and encouraged to be and do the best they can.'

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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised person's intent in causing harm/damage.

Our lockdown procedure is as follows:

- Everyone in school will be notified that it is in lockdown when the specific Lockdown alarm is sounded. Everyone in school is aware of the sound.
- All pupils will go to their classroom and sit quietly under their tables. Their class teacher will be with them.
- The teacher will take the class register and account for all the children.
- The teacher will lock the classroom door and close the blinds.
- Then the emergency services will be called.

Staff Roles:

1. Office manager / business manager to ensure that the front door is locked and police called if necessary.
2. Head teacher / Deputy Head teachers to lock the other entrances.
3. Individual teachers/ LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
4. Staff in staff room to close blinds and turn off lights
5. Catering manager to close windows and turn off lights

Communication with parents: If necessary parents will be notified as soon as it is practical to do so via the school text system. Those not on this system will be contacted by phone call.

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown e.g. via the school's website and by text
- Parents / carers should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic

- If the lockdown continues beyond school hours parents will be notified by text and by the website as to when the children should be picked up.