

St Mary's Lockdown Policy



Plan

Staff responsibilities

Head teacher

Laura Concannon

Other staff members

- *Teachers and support staff: stay with pupils, evacuating them following procedures.*
- *1:1 support workers to prioritize the safety of their assigned pupils.*
- *Deputy Safe Guarding Lead: Mrs Vale*

Signals

Lockdown signal(s)

- *Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school bell)*
- *Internal message systems- A phone call placed to Alert Fishermen class.*
- *Word of mouth*
- *Phone call to the Police by Office staff in locked area.*

All clear signal

- *Separate dedicated 'lockdown' alarm tone*
- *Internal phone system.*
- *Word of Mouth.*

Evacuation signal

Make sure people know this in case you need to evacuate the school.

Lockdown

Assembly points

Fishermen Class for full lock in.

Entrance and exit points

Fob entrance secure doors. Lock Fishermen once all children are secured within.

Bringing pupils inside

All children to file into Fishermen, class registers to be taken with staff. Head teacher to remain at the front of the school securing intruders in holding area.

Steps to increase protection from danger	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Lock classroom doors. All gates will be secure.</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors off</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned</i>
Internal communication	<i>Communicate with the phone in Fishermen or the Den.</i>
Communication with parents	<i>Emails will be sent to parents. Phone calls will be made when it is safe to do so.</i>
Additional notes	

Checklist

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <i>[you could list specific actions that you will take in your school here, such as turning off lights and locking internal doors]</i>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			