



St Ann's School Lockdown Policy and Procedures

Aim

St Ann's is a Unicef Gold Rights Respecting School and as demonstrated through our daily practice, is absolutely committed to promoting all aspects of the United Nations Charter on the Rights of the Child, and particularly Article 3 (best interests of the child) and Article 6 (survival and development). St Ann's Lockdown Policy should be seen as one of the policies necessary in order to meet the school's high standards in promoting and maintaining safeguarding and health and safety requirements.

Lockdown refers to the very rare occasions when it may be necessary

- to seal off the school so that it cannot be entered from the outside,
- to contain staff and students in locked rooms inside the building.

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students, staff or visitors.

Where possible St Ann's will act to ensure the safety of all personnel in school in a range of hazardous situations eg

- In the event that unauthorised person(s) considered dangerous, are on school grounds
- In instances including domestic breakdowns where estranged parents are attempting to abduct students
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others
- In emergency situations external to the school, but in close proximity where there is a potential risk from spills, poisonous fumes, social disorder etc

Notification of Lockdown

Staff will be notified by a member of the Senior Leadership team (SLT) that Lockdown procedures are to **immediately** take place, on hearing the following **repeated announcement on the school tannoy system**

“Lockdown, Lockdown, all staff to follow the CLOSE procedure”

Procedures

1. A Senior Member of staff will call 999 for emergency services assistance
2. To the best of their ability, and given the limitations posed by the special educational needs of St Ann's students and their very early developmental levels, class teams to implement the five key areas of the **CLOSE procedure** in their classroom
 - Close all windows, doors and blinds
 - Lock up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing any attention
 - Endure. Be aware that you may remain in Lockdown for some time.
3. A Senior member of staff will ring St Joseph's School to inform them that St Ann's is in Lockdown and that they too may be at risk.
4. A Senior member of staff will ring the kitchen to inform them that St Ann's is in Lockdown and to follow the CLOSE procedure.
5. A Senior member of staff will coordinate ringing student groups who are learning in the community to inform them of Lockdown, instruct them not to return to school and ensure they can remain in a safe place.
6. A Senior member of staff will contact anyone in the Hydropool to inform them of Lockdown and instruct them to vacate the pool, and then leave the area immediately, or remain where they are, depending on the circumstances.
7. Designated staff in the West Building, the East Building and Telstar who are ordinarily in close proximity will lock external doors, close shutters and draw blinds where appropriate
8. Students and staff in transit around the building to make for the nearest safe (lockable) classroom
9. Students and staff on the field/playground to make for Telstar or the East Building unless otherwise instructed. Do not enter the West Building.
10. Any staff off duty in the staffroom to help evacuate students from the field/playground.
11. Any staff off duty in the Life Skills room or other rooms to join classes in the same building to assist with student safety ie do not leave the building you are in.
12. No one should be allowed out of their designated room during a Lockdown situation i.e. no one should be moving around the school.
13. During a Lockdown procedure, at no time should staff confront or attempt to remove an unwanted visitor or intruder. Staff will follow the directives of police as instructed.

Once in the classroom or nearest safe room

1. Support students and colleagues to remain as calm as possible
2. Ensure all lights, Plasma Screens, iPads, Chromebooks, interactive toys are turned off

3. Class teacher to have personal mobile on silent setting, if it is accessible, in case text message instructions from SLT need to be sent.
4. Where possible ensure students and staff are positioned away from possible sight lines from external windows/doors. Close existing blinds or screen windows if possible
5. Teacher or Senior TA to take a class register of all students and class staff, clearly denoting who is missing
6. Teacher or Senior TA to make a list of any additional students and staff who are in the room.
7. Teacher or Senior TA to take this list with them once they are directed to leave the classroom.
8. Do not respond to anyone at the classroom door until “all clear” is announced on the school tannoy by a member of the SLT
9. Ignore any ‘fire alarm’ activation as school will not be evacuated in this way
10. Do not ring the school office during the Lockdown, except in an absolute emergency
11. As long as it doesn’t further compromise safety, senior staff will use the school tannoy system to convey essential information.
12. Staff and students to remain in Lockdown positions until a member of the SLT (ie not someone purporting to be a member of the emergency services) announce the “all clear” on the school tannoy system

Following the Lockdown

1. As soon as possible after the Lockdown all staff to return to their base classrooms and conduct a roll call. SLT to be immediately informed if any student or member of staff has not been accounted for.
2. Following a Lockdown situation, SLT to be immediately informed if a student has been or is experiencing a medical or behavioural crisis
3. Following a Lockdown situation, emergency services may require the evacuation of the school site. Senior staff will liaise with the police to ensure this is conducted in a safe and orderly manner.
4. Following a Lockdown situation, parents/carers, LA officers and Governors will be notified as soon as it is practical to do so, via the school’s established communication network e.g. Schoolcomms, phone and email.

Lockdown Drills

Lockdown practices will take place up to three times a year to ensure that everyone knows what to do in such a situation. Monitoring of Lockdown practices will take place and a debriefing summary will be shared with staff and St Ann’s Safeguarding Committee so that incremental improvements can be made.

Review date: October 2022

Next review date : October 2024