**Our Lady & St Hubert’s – Emergency Lock Down Procedures**

**Written February 2020 Review February 2021**

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| Plan | |
| Staff responsibilities | |
| **Principal** | Make communication with the emergency services. |
| **Other staff members** | Safeguarding Lead: Communicate with parents  Site manager /Vice Principal: ensure all access points are secured. In the absence of the site manager the Safeguarding Lead  Teachers and support staff: stay with pupils. |
| **Signals** | |
| **Lockdown signal(s)** | Dedicated lockdown tone – three short rings of the school bell.  Word of mouth (office assistant to walk key stage 1 and then  to key stage 2 to confirm lockdown)  When the alarm is triggered **DO NOT GO OUTSIDE** and **ensure YOU and YOUR CLASS stay in your class**. |
| **All clear signal** | A designated person/s will physically walk around the school to let you know: Principal, Vice Principal, Safeguarding Lead or member of the Senior Leadership Team in their absence.  All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Local Authority and Emergency Services. This can then be communicated to staff and students. |
| **Evacuation signal** | Fire alarm. |
| **Lockdown** | |
| **Assembly points** | All classes to move or remain into own classrooms.  Ensure the children are escorted away from the doors.  Children in the hall to go back to their own classrooms.  All teachers on leadership time, or away from their base class will return to their base classroom. |
| **Bringing pupils inside** | Staff in the outdoors will be alerted to a lockdown through the Safeguarding Lead using a megaphone and the words ‘Lockdown please come inside’ three times. In the absence of the Safeguarding Lead, the school admin office will announce lockdown. (The mega phone must be kept outside the school office).  Register to be taken in classes. |
| **Entrance and exit points** | External doors to be secured  Fire Doors to be closed  Internal doors to be secured  All windows to be secure.  Ground floor to be prioritised or location of suspected entry point. |
| **Steps to increase protection from danger** | Lock and screen doors.  Position children away from sightlines from external doors and windows, for example under a desk.  Turn off lights and monitors.  Draw all classroom, office and other room blinds.  Ensure mobiles phones and electronic devices are on vibrate, with only lead teacher in class carrying on personal self – only to be used for lockdown communication purposes. |
| **Internal communication** | As part of our Safeguarding ethos we will discuss the lockdown procedures with children in an age appropriate manner. Children need to know that ‘it is not safe to be outside at the moment: there are things we now need to do to keep safe such as drawing down our blinds. It is a bit like the fire drill when we practice safety’.  Principal, Vice Principal and Safeguarding Lead office staff will communicate with lead teacher in individual classes only to ensure the efficiency of information sharing. Lead teachers will then share information with support staff in their classroom.  Lead teacher in class to use their personal phone, setting on vibrate and checking for text messages. OLSH lockdown text group to be established. |
| **Communication with parents** | Emergency Services will support the decision of the Principal regarding the timing of communication to parents.  In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practical.  Parents will be given enough information about what will happen so that they:  • Are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety.  • Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.  • Do not come to the school. They could interfere with emergency provider’s access to the school and may even put themselves and others in danger.  • Wait for the school to contact them about when it is safe for you to come to get their children, and where this will be from Parents will be told Our Lady & St Hubert’s Catholic Primary School is in a full/partial lockdown situation.  Text to be sent to parents. The Finance Assistant will send a text to parents, should the Finance Assistant not be on site the MAC Operations Manager will send a text.  Email to be sent to parents with regular updates as news breaks, or at the very least 45 minute updates.  Any parents arriving at the school gates to be told they are unable to enter at the moment.  During this period the switchboard and entrance will not be staffed, external doors locked and nobody allowed in or out. |
| **Additional notes** | During lockdown: movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.  Principals Mobile number: 07\*\*\*  Safeguarding and Inclusion Phone Number: 07\*\*\*  MAC Operations Manager: 07\*\*\* |

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| Checklist | | | |
| **Step** | Check | Time | Signed |
| Use signal to initiate lockdown |  |  |  |
| Ensure all pupils are inside – register and head counts completed. |  |  |  |
| If safe, check for missing pupils or staff – notify Principal of any missing pupils or staff. |  |  |  |
| Secure entrance points |  |  |  |
| Contact emergency services |  |  |  |
| Ensure staff take action to increase protection from danger.  Lock and screen doors.  Position children away from sightlines from external doors and windows, for example under a desk.  Turn off lights and monitors.  Draw all classroom, office and other room blinds.  Ensure mobiles phones and electronic devices are on vibrate, with only lead teacher in class carrying on personal self – only to be used for lockdown communication purposes. |  |  |  |
| Make sure pupils and staff are aware of exit points |  |  |  |
| Remain inside until all clear has been given or told to evacuate |  |  |  |