**St. Stephen’s**

**Lockdown Procedures**

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Agreed by Governing Board September 23

Policy will be reviewed before the end of September 24

For we are the handiwork of God, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Ephesians 2:10

Introduction

In the event of an unforeseen risk to children and adults from outside of the school we need to all understand the procedures for Lockdown and how to manage external risks to keep staff and children safe within the building.

Minimising Risk

To minimise the likelihood of an external risk becoming a threat;

* External risks are likely to be first identified in the school office. In order to protect all staff and pupils, the right protocols for allowing anyone into the building must be followed. Staff or pupils should not permit anyone into the building through other external entrances.
* Staff should never invite a person into school who is a known risk to adults or children or who has shown unreasonable conduct outside on the school site.
* Every effort must be taken to seek information about unknown members of the public and their reasons for entering the building.
* All adults/ young people must declare their reasons for visiting school and should not just sign in and expect to walk through the building.
* Adults/ young people must not walk through school entrances anywhere in school and expect to see staff.
* Visitors must also be accompanied around the building unless they are cleared to work with children and have the appropriate qualifications and DBS entitlements.

Identified External Risk

Procedures to follow when risk is observed anywhere outside of the building (threatening angry behaviour, risk of physical harm to children/adults). In such events, Staff will:

* Alert the office staff who will assess the situation with the Headteacher & Deputy Headteacher
* Follow Lock Down Procedures (see below) if necessary

Identified Internal Risk (Office Area)

In the instance of aggressive conduct in the Office Area, staff should attempt to de-escalate the situation by:

* Remaining calm
* Closing the hatch window
* Locking the office door
* Inform Headteacher/Deputy Headteacher/ School Business Manager of the need to go into “Lockdown”
* Use the nearest mobile or class phone to contact the police (999). In the event of a heightened risk i.e. weapons or aggravated assault on staff, Lancashire’s Critical Incident team will also be called (Stephen McCoy-01772 531818, Emergency Duty team- 03001236722).

Identified Internal Risk (Other Area)

In the instance of intruders into school in another are of the school building, staff should:

* Remain calm
* Inform Headteacher/Deputy Headteacher/ School Business Manager of the need to go into “Lockdown”
* Use the nearest mobile or class phone to contact the police (999).
* In the event of a heightened risk i.e. weapons or aggravated assault on staff, Lancashire’s Critical Incident team will also be called by the office team (Stephen McCoy-01772 531818, Emergency Duty team- 03001236722).

Lockdown Procedures

The Signal for Lockdown is 3 bursts of the school bell followed by an announcement of the word ‘lockdown’ through the school phone system- this can be pushed out on loudspeaker without the need to answer the phone.

On hearing this, staff should:

* Remain calm and encourage all children to remain calm. Explain that this is a lockdown procedure and that we need to make sure that everyone is safe inside the classrooms. You need to explain that you are not clear as to the reasons for Lockdown, it is possibly a practice and to keep calm.
* Staff and pupils return to their classrooms if not already there unless in the environmental area, hall or IT suite.
* If in the environmental area, staff and children can remain there but must lock the gate, securing themselves inside.
* If in the hall, staff and children should remain inside, making sure that the hall doors are closed.
* If in the IT suite, staff and children may stay in the IT suite, making sure the door is closed
* If in the school playground, staff and children should return to the classroom immediately.
* Support staff check toilets, corridors and cloakrooms to ensure all children are in class.
* All doors and windows to be closed and door wedges to be put behind the door where possible.
* Blinds and curtains to be closed where possible.
* Children to sit on the floor with their back to a wall or surface where possible.
* Undertake a headcount, and report any unaccounted pupils to the Headteacher through the classroom phone or mobile phone.
* Headteacher to use the school phone system or mobile phones to communicate with staff any further information and risks around the building and to ensure children are calm in class.
* Staff and pupils to stay in the classroom until notified by the Headteacher or the end of lockdown signal is heard. The end of lockdown signal is the sounding of one long bell and then the words ‘lockdown over’ through the phone intercom.

Lockdown at Lunchtime

In the instance of lockdown occurring during lunchtime;

* All children to make their way into classrooms from playgrounds.
* Staff in the hall to instruct children to remain in the hall and hall doors to be closed.
* Nurture Staff to escort children to their classes and to ensure that children settle back into rooms.
* All staff to vacate the staffroom and help to support the children in class who may be anxious at this time.
* Staff to be registered by a member of the office team.
* Any staff who have left site and who become aware that Lockdown is in process, should make their way to the Hindu Temple and await further instructions.

In the event of a serious risk, the Headteacher will keep in communication with the emergency services and Lancashire’s emergency team via mobile phone or through the office phone.