



# St John the Baptist VA Primary School

## Lockdown Policy

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*Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.*

**Date of Issue:** January 2023  
**Issued By:** Jane Scawthorn  
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# Lockdown Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

## Signals

Signal for lockdown shelter	Continuous hand bell ring
Signal for stand down / all-clear	Personal visit to classrooms by a member of office or SLT

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Interim Headteacher	Jane Scawthorn	07711941448
Business Manager	Heather Thomas	07740706316
Acting Deputy Headteacher	Teresa Gage	07904994238
Chair of Governors	Dave Holmes	07999552875

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown

- 1 Classrooms
- 2 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones

Class Dojo to contact parents

Instant messaging / email

### Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue St John the Baptist Church

Type of venue Place of Worship

Contact name Sarah Burgess

Contact telephone number 01787269092

Useful info such as distance from school, directions, capacity, opening hours

Out of school turn right, down the hill the church is on the right.

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**Other useful contacts:**

Name	Emergency Contact Number
Schools Communication	0333 0139880/07894963922
Emergency Services	999

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	