



St Laurence School Lockdown Procedure

Rationale

As part of the Health and Safety Policy the school has a Lockdown Procedure. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown. All visitors to the school must first register at Main Reception to receive a "Visitors Pass" which is to be worn and clearly displayed.

A lockdown is implemented when there are serious security risks due to, for example:

- nearby chemical or other hazardous substance spillage
- proximity of dangerous dogs or other livestock escape
- a major fire in the vicinity of the school
- extremely dangerous weather conditions
- a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils)
- attempted access by unauthorised persons intent in causing harm/damage
- incident of extreme violence / dangerous behaviour by a student or adult within school

Notification of Lockdown

If recognising the situation calls for lockdown, the Headteacher or other authorised person locks the office (closes the blinds), sounds a uniquely and instantly recognisable alarm (which will ring continuously throughout the lockdown), and rings the police on 999 and alerts them as to the nature of the emergency. The Headteacher or other authorised person (as prescribed by the school's management structure) then assumes a lockdown position themselves in the office, while maintaining phone contact with the police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive they will make contact with the Headteacher or other authorised person and when the threat has been averted the "all clear" will be sounded. This will be indicated by the ceasing of the lockdown alarm. If it is deemed necessary to undertake a student and staff check after lockdown this will be done by following usual fire evacuation procedures so staff should not be surprised if the fire alarm sounds after the lockdown all clear has been announced. This may not happen in all instances. Staff should check emails after the all clear for further information.

Implementation:

In the event of the lockdown alarm being sounded all those present on the school site should follow the **CLOSE** procedure:

- **C**lose all windows and doors & binds, if installed. Lock doors if possible.
- **L**eave all personal possessions on desks.
- **O**ut of sight; minimise movement. Position the students in the most non-visible positions.
- **S**tay silent and avoid drawing attention. **Do not use mobile phones.** Keep phones on silent.
- **E**nsure the door is not opened in any circumstances. Be aware you may be in lockdown for some time.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest occupied classroom.
- Staff not teaching at the start of a lockdown should lock the Staffroom or if in the grounds, go to the nearest classroom. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors wearing a "Visitors Pass". If students, staff or visitors are outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down.
- For the purposes of this procedure the Wiltshire Music Centre forms part of the School and anyone on those premises should make themselves safe in classrooms or offices.
- If people are on the playing fields and the threat does not come from that area they should remain there. If necessary, due to the length of the lockdown, arrangements will be in place for staff and students on the field and not under threat, to make their way to an agreed alternative safe site, e.g. Bearfield Church or Christ Church. If the threat does come from that area they need to go to the Wiltshire Music Centre for the duration of the lockdown.
- If lockdown is triggered during tutorial students and staff should stay in either the WMC Auditorium or Trinity Hall if it is safe to do so. If the lockdown is triggered by an event in either of these areas students and staff should attempt to leave by the nearest safe exit and make their way to the closest office or classroom.
- Remain in this position until "all clear" is announced.
- After the "all clear" is sounded, the Headteacher can authorise the contacting of parents, if appropriate.

Approved: January 2016

Review: January 2017 (alongside the H&S Policy)



For Parents/Guardians:

Information about the lockdown procedures will be published via the school website. On the very rare occasion a lockdown is called, St Laurence School will endeavour to carry out the procedure as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If the lockdown situation extends beyond normal school hours parents will receive information about the time and place that they can pick up their child.

In the event of a lockdown the overriding consideration for the School is the safety and well-being of the students, School staff and known visitors.

Intruder Procedures:

All visitors to the school must sign in at the Main Reception and receive a "Visitors Pass" to be worn and clearly displayed. All staff and sixth formers wear a lanyard and other students are in uniform. Any visitors without school identification are intruders and can be asked to leave the school premises and property immediately. From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with you to help deal with them
- Ask a third staff member who is not involved to call the Main Office
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Headteacher or other member of SLT to have the police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Headteacher, to have the police called immediately.

Extreme violence / dangerous behaviour by a student:

If a student brandishes or uses a weapon or shows extreme violence or extreme behaviour which endangers other students or adults, the nearest member of staff should, if possible, follow these steps:

- Summon another member of staff, e.g. by sending a student, as long as this does not place that student in more danger (e.g. if access to the door is impeded)
- The other member of staff should firstly ensure that the Headteacher or other member of SLT is contacted so that the lockdown signal can be given and police and ambulance called – do NOT use the normal SLS system.
- Staff on the scene should then attempt to contain the situation until police and / or senior staff arrive. The absolute priority is to prevent further injury to students and adults, whilst keeping yourself safe. Do NOT attempt to keep the student in the room.

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