



# LOCKDOWN PROCEDURE

**2019**

## Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure

**Alert = Three short soundings of the school bell followed by three long soundings followed by three short.**

School remains in lockdown until told otherwise by a senior leader or the school office.

If the fire alarm sounds (continuous bell) please follow fire evacuation procedures.

<b>KEY RESPONSIBILITIES TABLE</b>	
Staff outside of school	<b>Return to Buildings</b> Line children up & escort as quickly and as calmly as possible into nearest building through nearest point of entry. Instruct children to return to their own classrooms if possible. Any children brought into the building whose classroom is in Early Years Centre are to assemble in B49A3, ICT suite, Library or Hall. Once inside staff should follow guidance for staff inside school. Check no children remain outside.
Staff inside school	<b>Stay in Building</b> Return to/remain in classroom you are working in with children. Close all doors, windows and blinds. Lock doors where possible. Keep everyone away from windows and doors Take register office will ring you to confirm. Keep phone lines clear. Turn on personal mobile. Switch on computer open email (Gmail). Encourage calm & await further instruction.
Staff inside Early Years Centre	<b>Stay in Early Years Centre.</b> Close and lock all external windows, blinds and doors. Await further instruction. Follow procedures for staff in main building (above).
Headteacher - Mrs Casey Deputy Headteacher Mr Collins	<b>Coordinate Lockdown from School Office.</b> Coordinate search for any missing persons. Liaise with emergency services. Contact Bury (what support can they/are they providing). 24 hour Control Room at Bradley Fold <b>0161 253 6606</b> or <a href="mailto:EmergencyControl@bury.gov.uk">EmergencyControl@bury.gov.uk</a> Set up lines of communication/information eg. radio, police websites, news channels. Consider if safe/necessary to lock main entrance gates.
Mrs Barmby Supported by office staff.	<b>Alerts &amp; Register</b> Ring bells to alert staff. Press Magnetic door lock for Main Entrance. Phone each cohort and record registers and report any issues. Communicate with parents if necessary - Website/Text Message Service/Email. Inform staff when Lockdown has finished. (Under instruction from Headteacher or Deputy)
Mrs Ivill, office staff & Mr Sutton if on site. (Mr Collins to assist where possible).	<b>Communal Areas Lockdown</b> Ensure all windows and blinds are closed in office/Headteacher's office. Car park Barrier is down. Main Entrance door is locked. Deputy Headteacher's office, medical room and meeting room doors and windows are closed. Site Managers room external door and windows are closed & locked. Ladies toilets on main corridor – all windows closed Hall blinds are closed and external door is locked. Staffroom doors and windows are closed & locked (including door to courtyard) Windows in ladies near site-managers room closed. Await further instruction.



Mrs Dalton & Mrs Bowers	<b>Phase 2 Lockdown</b> Ensure KS2 main door is locked. (Ensure nobody left outside) B49A3, Children's toilets and staff toilets are clear and windows closed/external doors locked. Courtyard door opposite Y6S classroom is closed and locked. Assist children to return to classroom quickly. Support where needed. Await further instruction
Mrs Kehoe & Mrs Stone	<b>Phase 1 Lockdown</b> Ensure KS1 main door is locked. (Ensure nobody left outside). Assist children to return to class. Check Library, Hall & ICT suite for any children. Support where needed. Await instruction.
Mrs Harrison & Mrs Wilson	<b>Early Years Centre Lockdown</b> Ensure all Early Years Centre external doors & windows are closed & locked. (Ensure nobody left outside/on field) Return to usual classroom to support. Await further instruction.

A copy of the full lockdown procedure can be found on the school website.

***Agreed by SLT 20.03.19***

