



St Peter's Catholic Academy

Lockdown Policy and Evacuation Procedures

Our Mission

"Together One Family, One Community in Christ."

St. Peter's Catholic Academy recognises that gospel values and the teachings of the church are central to the life of the school. The school aims to create an environment where children can develop physically, emotionally, socially and morally fostering co-operation and communication between home, school, parish and the local community. Together we hope to lead our children towards understanding, tolerance, justice and sensitivity to the needs of others.

Statement of Intent

The safety of pupils, staff members and visitors on the premises is paramount and St Peter's Catholic Academy takes our duty to protect the wellbeing and welfare of these people very seriously. In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of pupils. The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

Lockdown Procedure

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors, for example, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised person's intent on causing harm/damage or environmental reasons eg nearby chemical spillage.

The Principal will ensure that all staff members understand when and how this procedure will be implemented.

- Staff will be notified that lockdown procedures are to immediately take place with 3 short rings of the school bell.
- Staff will move pupils into nearest classrooms or safe areas.
- Nursery and Reception children into the Nursery Teaching room/quiet room
- Doors and windows will be locked and blinds closed in all occupied classrooms/areas/offices
- Pupils will be seated away from doors and windows.
- Staff to support children in keeping quiet and calm
- Lights, smart boards and computer monitors to be switched off. Mobile phones are put on silent mode
- Office staff will guide any visitors waiting in reception area into a safe area
- Office staff will contact Emergency services.
- Catering staff to close the shutters/blinds to kitchen and turn off lights
- In the event that direct danger is imposed on the room all personnel should exit via the fire escape and assemble on the playground.
- Personnel should then wait at a safe distance until emergency services arrive.
- NO ONE SHOULD MOVE ABOUT SCHOOL
- Staff to remain in lockdown positions until informed by the Principal that there is an "all clear"
- If a class is out of school eg on a trip office staff will call the class teacher and warn them that the school is in lockdown. Advice will be given when it is safe to return to school
- Signal for an 'all clear' will be given once the danger has receded (3 short rings).

Lock down due to unauthorised person's

- In the event that an unauthorised person is observed, request that the intruder sign in at reception. However only intervene if it is safe to do so, do not force the issue if the intruder refuses.
- Notify the Principal or office immediately and provide details of the situation with a description of the intruder.
- In the event that the situation appears threatening (i.e. weapon present, person out of control, threats made, etc.) do not intervene, notify the office or Principal immediately and provide details of the situation.
- The Lockdown procedure described above should then be followed

Communication with Parents

In the event of an actual lockdown, it is advised that any incident or development is communicated to parents and carers as soon as is practicable through the school text messaging service.

Parents and carers should 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 their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are need to call emergency services,
- do not come to school as they could interfere with access by emergency services and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come and collect their children and where from.

Lockdown drills

Lockdown practices will take place termly to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Bomb Threat Procedure

In the event of St Peter's Catholic Academy or nearby area receiving a bomb threat or on discovery of a suspect package, it must be assumed that the threat communicated or the suspicion aroused has real foundation and that there is no hoax involved.

If a message containing a threat is received (usually by telephone), the following should be done:-

- (i) Note the exact time of receipt of the message.
- (ii) Write the message down exactly as it is given.
- (iii) Notify the police immediately, repeating the message exactly as received.
- (iv) Immediately alert the Principal/Primary academy Manager who will decide on the appropriate course of action.

The Bomb Alert Message sheet should be used to record the information.

If there is time and the situation lends itself, it would also be very helpful to police if as much information about the caller as possible could be ascertained. Age, accent, apparent intoxication, background noises, etc. might all assist in police investigation, and this might be particularly useful if a number of threats have been received in a short period of time.

The Emergency services will be notified at the earliest opportunity, the Principal will liaise with the police to determine the best course of action and provide them with all the information.

Should the Principal/Vice Principal decide that evacuation is necessary, then the most practicable way would be in accordance with the normal evacuation procedure **However Do Not Activate the Alarm System. A member of the office staff will calmly, ask each class to evacuate to your designated bomb threat evacuation point – Christchurch, Waterloo Rd, by showing the class teacher the BT Threat sign.**

The site supervisor or office staff in his absence will open the main and side gates. Registers will also be taken by office staff.

Years 1, 2, 5 and 6 are to evacuate via the side gate and make their way to Christchurch.

Years 3 and 4 to evacuate via the main gates from the playground and make their way to Christchurch.

Foundation stage to evacuate via the side door and make their way to Christchurch.

A cursory check of each room by staff before they leave may reveal any unusual or suspicious article.

Pupils could be asked to take with them their bags and personal belongings to assist any search for suspect devices.

Arrangements must be made for the welfare of pupils. The Principal / Vice Principal must take account of time of day, weather conditions, etc. in deciding the best course of action.

In all establishments vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building, and on no account should anyone attempt to move or interfere with suspect packages.

Bomb warnings must always be taken seriously. No risks should be taken or assumptions made until the matter has been properly investigated in co-operation with the police. The first responsibility of the Principal/Vice Principal in any establishment is for the safety of staff and pupils. Any actions taken should reflect that priority.

Evacuation procedure

In the event of a fire the Fire Drill and Emergency Evacuation Policy should be followed. However if a decision is made by the Principal to evacuate the building due to any reason other than fire **eg gas leak or flood** then the following procedure would be followed.

A member of the office staff will calmly, ask each class to evacuate to your evacuation point – Christchurch, Waterloo Rd. Do Not Activate the Alarm System.

The site supervisor or office staff in his absence will open the main and side gates. Registers will also be taken by office staff.

Years 1, 2, 5 and 6 are to evacuate via the side gate and make their way to Christchurch.

Years 3 and 4 to evacuate via the main gates from the playground and make their way to Christchurch.

Foundation stage to evacuate via the side door and make their way to Christchurch.

All staff members will familiarise themselves with the evacuation procedure and new staff members are advised of the procedures as part of their induction training

Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the all clear is given by the Principal or emergency services.

If a decision is made that a further full evacuation of the school premises is required then all staff, pupils and visitors would evacuate via the main gates from the playground and make their way to Christchurch.

Office staff will be responsible for taking mobile phone and children's contact details.

Parents would be contacted through the school online texting service to ask to collect from Christchurch.

This Policy was reviewed: January 2020

Next Review Date: January 2021

Chair of Academy Committee: Mr Peter Kelly

Signature _____

Date _____