



St Joseph's Catholic Primary School Lockdown Procedure

Lockdown procedures are important and would be used in response to an internal or external incident, which could be a threat to the safety of children or staff in the school.

Lockdown procedures may be activated in response to a number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

In the event of an actual lockdown parents will be notified by Parent Mail as soon as possible. This document details the procedures that should be instigated should a threat to the safety of pupils, staff or visitors to school occur, which might require either the restriction of movement.

In devising a Lockdown Procedure it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances such as where staff and children are located on the school premises at the time of the incident. In all cases staff must act in the best interest and safety of their pupils and colleagues.

Communication with Parents

If it is necessary to contact parents/carers in an emergency, the school will use the following systems:

- Text messages
- Twitter
- School Website

Important information;

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents 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 his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Providers
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come to get their children and where this will be from

Parents will be told...

"...the school is in a lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out."

September 2018