

St Bernadette's Catholic Primary School

# Major Incidents Policy



“Doing our best for God”

## **Rationale**

As part of our Health and Safety policies and procedures the school has a Major incident Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

## **Notification of Lockdown**

**Staff will be notified that lock down procedures are to immediately take place on hearing the whistle being blown continuously in the hall and playground.**

## **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors and gates where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the hand bell sounds. If a class is in the hall or library, they are to go to their classroom immediately.
4. **NO ONE SHOULD MOVE ABOUT THE SCHOOL EXCEPT MEMBERS OF THE SENIOR MANAGEMENT TEAM.**
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles:**

1. Front office staff ensure that their office is locked, shutters pulled down and locked.
2. To call the police if necessary.
3. Head, SMT or Office staff to notify the nursery manager of the situation.
4. Head, SMT or office staff to lock the school's front door, if safe to do so.
5. Site Manger to lock vehicle gates if safe to do so.
6. Individual teachers or TAs lock/close classroom door(s) and windows.
7. SMT to check library and staffroom doors are locked.

### **Communication with parents**

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text/ telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from by office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lock down practices will take place with all staff on a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Review**

This policy and procedures will be reviewed annually as a part of Serious Incidents Policy and H+S procedures.

**Signed:** *Alexis Satterthwaite* (Headteacher)

**Date:** November 2020

**Review date:** October 2022