

St Joseph's Primary School South Grafton
Lock Down Policy
2019

POLICY

St Joseph's Primary School South Grafton Lock Down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat and that the exposure to danger and possible risk of harm are minimised.

Examples of such critical incidents could include; Death of a person on school property during school hours, Students and/or staff being taken hostage, Siege of school property and/or buildings, A disaster in the local community, Unusual or unwarranted media attention, Aggressive and/or malicious trespass of people on school grounds, Any other behaviour which could indicate a potential Lock Down situation.

INITIAL NOTIFICATION

In the event of a critical incident requiring '**Lock Down**', the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the **Principal or AP or person in charge that day**. The Principal and/or the person-in-charge at the time of the incident will determine the need for a 'Lock Down'.

LOCK DOWN PROCEDURE

The **Person In Charge** will make the following announcement over the PA.

The announcement will state the following:

“Excuse me staff and students.
There is a wild dog in the playground.
There is a wild dog on the playground.
“Everyone is to stay in the room and remain
calm and quiet.”

STUDENT & STAFF MOVEMENT

Students and Staff will remain in their Classroom and make safe efforts to close and lock the double glass doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain seated and down low, out of sight during this lockdown period.

Staff need to be mindful that children from other classrooms may seek sanctuary in their room. If outside please take your children to the closest room and remain there.

If the '**Lock Down Alarm**' is sounded **before school, during lunch time or bus duty** students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

RESPONSIBILITIES

Person In Charge to telephone Police / relevant support services and Lismore CEO and liaise/follow instructions as directed by these essential service organisations.

School Secretary to telephone the Parish Presbytery and answer telephone communications and lockdown the admin block.

Teachers are to remain with their class and mark the roll immediately. Any absences will need to be reported to the Office.

Teachers are to close and lock the classroom doors and close and lock windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks / down low out of sight during this period. Staff will require their keys at all times.

Students are to remain down low out of sight during this period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated via the PA System or personally by the Person In Charge.

All staff / students / visitors are to remain in the locked room until the 'ALL CLEAR' is given

Children who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. If in the toilets, children should remain in the toilets and close doors if it is safe to do so. Children in the COLA need to go to the nearest classrooms, if it is safe to do so. If children are a considerable distance from the classroom e.g. bottom playground the teacher needs to direct students to lie flat on the ground and to remain quiet, if it is not safe to move to the nearest classroom.

ALL CLEAR SIGNAL

The 'ALL CLEAR' announcement will be communicated by the **Person In Charge** only via the PA System.

The 'ALL CLEAR' announcement will state the following:

The 'Critical Incident Management Team' will investigate the incident and implement an evaluation in accordance with the Critical Incident Policy.