

LOCK DOWN PROCEDURE

Purpose:

A 'lockdown' is initiated anytime students need to be contained and protected inside school buildings, e.g. a chemical spill, an intruder or under police advisement.

Objectives:

To ensure the safety of all students and staff, when a threat to the school is identified.

Communication:

1. A 'lockdown' will be signalled by communication from the principal (or the most senior staff member present or other designated person). If it is safe to do so, this will be through the school paging system via classroom telephones or verbal contact.
2. The communication will be '**Staff please go into 'lockdown'**'. This will be repeated several times.
3. Communication of 'lockdown' is to be given to staff working in withdrawal spaces by teachers connected with those rooms e.g. B1/2/3 Office, B 4/5/6 Offices, Red Room, AP Office , C1/2 Office, C5/6 Office, Mezzanine floor, Study Support Centre.
4. Reading Recovery Teacher, Resource Teachers of Literacy and Resource Teachers of Behaviour will be communicated to by telephone by the Principal (or the most senior staff member present or another designated person).
5. The principal (or the most senior staff member present or other designated person) will immediately contact police and continue to liaise with them as required.
6. Fire alarms are not to be activated.

Procedures within buildings:

Staff must:

1. Close and lock all doors
2. Close and lock windows
3. Turn off lights
 1. Turn off any equipment emitting noise or lights. e.g. projector, CD player, computer.
2. All staff and pupils must sit on the floor under desks and tables out of sight of windows. Silence is to be maintained and no one is to leave the classroom.
3. Where staff members are working with children in withdrawal spaces (Teacher Aides, Reading Recovery, AP etc.) these staff members follow the above procedure until the all clear is given. Any pupils found outside after the lock down has commenced will be moved to the nearest and safest location by the Principal or another ancillary administration staff member who is available.
4. All staff and students must remain in this position until the 'all clear' is given. This will be communicated verbally over the school intercom by the principal (or the most senior staff member present or other designated person). The communication will be "**The 'lockdown' has now ended.**" This will be repeated several times.
5. Once 'lockdown' has been lifted all staff and students will be called to the VW Room for a debriefing assembly.
6. Students will not be allowed to leave the school until deemed safe by the principal (or the most senior staff member present or other designated person). This may be under advisement from the police.
7. If deemed appropriate by the principal (or the most senior staff member present or other designated person) and taking advice from the Police if on site, students will be allowed to leave school as normal. Any parents at school will be able to take their children home as a matter of course.

8. The Ministry of Education Trauma Incident team may be contacted for staff and students at risk, and support and advice offered dependent upon the circumstances.

Procedures in the Playground

1. When appropriate the school bell will be rung and children return to their classroom. If this is not safe duty staff members and other staff members will direct children to proceed to the nearest lockable building.
2. Staff and students will then follow the lock down procedure as detailed above.

Special Considerations:

1. The VW Room is big enough for all students and staff. If appropriate, a decision may be made to relocate all students and staff to VW Room.
2. A school first aid kit is located in each classroom block as well as the VW Room area.
3. All staff will be informed as soon as practicable if a 'lockdown' is likely to persist for a prolonged period.
4. Parents will be informed of the 'lockdown' by the principal (or the most senior staff member present or other designated person), in the most efficient and an appropriate way as soon as is practical.
5. The Principal (or his delegate) may inform other local schools and early childhood centres of the 'lockdown' being in place, if deemed necessary or on advice from the Police.
6. The Principal, Board of Trustees Chairperson, or designated spokesperson will liaise with the media if deemed necessary.
7. On advice from the police the Board of Trustees will consider whether to temporarily close or continue operating the school.
8. The well-being of the staff and students will continue to be monitored by Principal and the Senior Management Team.

Conclusion

A 'Lockdown' procedure is to be followed to ensure the safety of staff and students when external risks are advised by the police or a risk or threat is identified within the school grounds.

Dated 10th June 2015

Ratified at the BOT Meeting held on 10th June 2015

M. Wilkie
BOT Chairperson