



OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge

Lock Down Procedure

Co-ordinator: Mr D Hood

Updated September 2022

Review Date: September 2023 (staff are informed of regular ISI updates)

This Policy is applicable to all pupils, including those in the E.Y.F.S.

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness

In the event of an act of Terrorism on the school

Front of House staff including the Headteacher will aim to sound an intermittent bell on the school bell. (Another emergency e.g. we need to clear the school but it is not a fire would require 10 blasts on the klaxon)

Staff should act as they feel it is appropriate for the safety of the children in their care and themselves.

If someone had entered the school intent on violence, then one course of action would be to keep the children locked and barricaded in the classroom with the blinds down. Lights and white board need to be switched off. All adults and children should go to the centre of the classroom, remain quiet and take cover underneath the desks. All adults and children should remain like that until such time as they are informed it is safe by a responsible adult.

It may be that staff make the decision to get the children out of the building and tell them to run away from danger-the wooded area beside the tennis court does back onto houses and the road.

Lock Down

Joes Club-some guidance

In the event of the Lock down procedure being activated, the following actions will take place.

3-00-3.45

EYFS to Lock down in Nursery classroom. Any children in the toilet to be ushered into the Nursery classroom quickly

Pre-Prep and Prep children are in lessons until 3.25 and so follow usual day time lockdown procedure.

From 3.25-3.45 during collection of parents all children should return to their form room to lock down.

After 3.45 all children are in Joe's club and should lock down in Joe's club

Prep children at the toilet to go to Joe's club quickly.

Any after school clubs will lock down in the room where the activity is taking place.

In the event of children being outside the same procedure as for PE to be followed –Children to go to Back gate and hide behind the sheds.

All staff realise that this procedure does not account for all scenarios but is a reasonable response to what we think a threat might entail.