



Lockdown Policy

Rationale

At St Michael's Primary School the safety and well-being of students, staff and parents is a priority. We acknowledge that unexpected situations may arise that have the potential to put members of our school community at risk. Examples of these situations may include an armed, suspicious, disturbed or angry person/s on school grounds or in the vicinity of the school. It may also be implemented in the case of a chemical spill or in preventing students witnessing a serious accident near the school. At these times the best procedure to minimise any risk to students, teachers and adults is to remain in their classrooms or designated area until the issue has been resolved.

Aim

To lockdown and secure all buildings as soon as possible in the event of a life threatening or dangerous situation.

Implementation

Preparation

- The school staff will be made aware of appropriate procedures to follow.
- The lockdown drill will be held once per year.
- Staff are informed by the Principal if there are any families of students in their class with a custody order or violence order in place.
- All visitors and volunteers to the school must sign in at the office and wear a badge.
- The Assistant Principal will ensure the classes are informed about the lockdown procedure and why it may be needed.
- Classroom teachers reinforce with students what they are to do if they are outside the classroom when an alarm or incident occurs.

Warning

- Should any staff member, parent or student notice a potential threat to safety the Front Office and/or Principal must be informed immediately by way of the red card which is located in all rooms and bags taken out by teachers on playground duty.

Signal

- The Principal, Assistant Principal or delegate will initiate the lockdown procedure if necessary and contact the Catholic Education Office.
- The signal for the lockdown will be a bell ring followed by an announcement over the PA system – 'This is a lockdown situation.' (The signal cannot be the same as the emergency procedure as classes need to remain in the classrooms.)

Lockdown implementation

When the bell has rung and the announcement made everyone must follow the following procedure for a lockdown when the students are already inside:

- Staff members pick up their roll, close the windows and blinds in their classroom, ask the students to form a quiet line and lead them to the appropriate area in the break out space.
- The block leader will obtain the checklist hanging on the wall of the break out space.
- Staff members will check their assigned doors are secure and report to the block leader when this has been done.
- Each staff member will call their roll and check that all students are accounted for.
- If a student, staff member or visitor is unaccounted for the block leader will need to be alerted of this as soon as possible.
- A phone call to the Front Office to let them know if everyone is accounted for needs to be made at this time by a staff member in each block.
- Lights, appliances, IWBs and any other devices will be switched off if necessary.
- Remain calm, reassure students that everything is alright and wait for further instructions or the all clear from the Front Office or police.
- DO NOT put yourself at risk once the lockdown is enforced.
- An announcement will be made over the PA system when the situation is over- 'The lockdown situation has ended.'

When the bell has rung and the announcement made everyone must follow the following procedure for a lockdown when the students are outside:

- The staff member on oval duty is to move the children to the courtyard as quickly and calmly as possible. Once this has been done the staff member on oval duty is to check and lock the toilet doors and proceed to check all the courtyard doors as quickly as possible. (Another staff member on their way to the appropriate block will assist with this task).
- The staff member on courtyard duty is to open the door to the most appropriate block and ask the children to move into the break out space and sit down.
- The staff member on Tuckshop is to move the children to the most appropriate door and ask them to quickly and quietly make their way to the appropriate break out space. (Another staff member will come out and assist with checking and locking the toilet doors).
- A block leader will obtain the class lists hanging up on the wall and give each staff member their class roll. (If another staff member is unavailable a different teacher will be handed their class roll for checking).
- Children will be asked to assemble quietly with their class teacher (or another appointed person).
- Each staff member will call their roll and check that all students are accounted for.
- If a student, staff member or visitor is unaccounted for the block leader will need to be alerted of this as soon as possible.
- A phone call to the Front Office to let them know if everyone is accounted for needs to be made at this time by a staff member in block.
- Lights, appliances, IWBs and any other devices will be switched off if necessary.
- Remain calm, reassure students that everything is alright and wait for further instructions or the all clear from the Front Office or police.
- DO NOT put yourself at risk once the lockdown is enforced.

- An announcement will be made over the PA system when the situation is over- 'The lockdown situation has ended.'

When the bell has rung and the announcement made everyone in the administration area must follow the following procedure for a lockdown after the announcement has been made:

- School Administration Staff are to lock the front door and hall door and close the blinds.

Executive Staff in the administration area are to:

- Check the hall and toilets and lock the doors.
- Lock the staff room doors and draw the blinds.
- Lock the offices and draw the blinds.
- Lock the door leading to the Library.
- Assemble in an appropriate area and check that everyone is accounted for in the administration area.

Canteen Staff and Volunteers are to:

- Close and lock external and internal doors and close the blinds.
- A phone call to the Front Office to let them know if everyone is accounted for needs to be made at this time.
- Remain calm and wait for further instructions or the all clear from the Front Office or police.
- DO NOT put yourself at risk once the lockdown is enforced.
- An announcement will be made over the PA system when the situation is over- 'The lockdown situation has ended.'

Leadership Team Responsibilities

- Initiate the lockdown - Principal
- Contact the police and Catholic Education Office- Principal
- Monitor and evaluate the situation- All
- Coordinate any action to take place- Principal/AP
- Attempt to diffuse or lessen the risk. i.e. talk to the person on the premises, delay persons from approaching classrooms- Principal
- Facilitate any communications with parents or the media- Principal
- Notify the community it is all clear when the danger is over- Principal

Related Policies

Visitor's Policy

Evacuation Procedure Policy

Critical Incident Management Policy

Approved by: St Michael's School Community Council

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