St Joseph’s Catholic School

LOCK DOWN POLICY
Rationale

This plan provides guidance and information for the occupants of St Joseph’s Catholic School, Queenstown.

An emergency incident may necessitate the need for building occupants to be locked down or for students in the playground to be kept away from possible sources of danger. These procedures are designed to assist in maximising the safety of all members of St Joseph’s Catholic School community in the event of a violent, aggressive or potentially dangerous situation arising on our site or in the immediate vicinity of the school.

Lock Down may be implemented where there is a serious situation and a threat of danger to any member of the St Joseph’s Catholic School community. Such situations include, but are not limited to:

- A violent or highly aggressive adult in the school premises.
- A person with a weapon or perceived weapon on the school premises.
- A dangerous animal or an animal acting suspiciously on the school premises.
- Hazardous situation involving materials on the school premises.
- Extreme weather conditions.

Lock Down Action Guide

The Lock Down Action Guide is to be made available to all new and existing permanent and temporary staff, and is to be located in every classroom and common strategic areas throughout the school ie. Administration Office, halls, canteen.

Police Notification

The Police are to be called to all incidents that necessitate a Lock Down. There should be no criticism of any person who uses initiative in this respect nor should such action need another person’s permission.

ASSEMBLY POINTS - At the conclusion of any Lock Down

- Assembly Point is the Orr St Car Park.
- Each class is to line up single file and the roll is called to account for all students.
- Visitors Book is checked to account for all volunteers and visitors.
Preventative Measures

Prevention of dangerous situations is as important as the development of efficient means of dealing with them. Staff should therefore be encouraged to take note and bring to the immediate attention of the Principal any information that is deemed relevant to the health and safety of the school community. The Principal should bring to the immediate attention of the staff:

- Any Family Court orders
- Any Restraining Orders
- Any information regarding changes to domestic relationships in the classrooms that may trigger dangerous incidents.
- Any unusual observation of a student’s behaviour, especially any conversation that the child expresses a feeling of fear or distrust regarding a person, persons or recent situation, both at home or at school.

This policy and associated practices will be reviewed as part of the St Joseph’s Catholic School policy review cycle.

Implemented May 2011; amended July 2011
LOCK DOWN ACTION GUIDE

1. Staff, students and visitors will be informed of a need to Lock Down by an announcement over the public address system commencing with the ‘Alarm Bell’ and an announcement stating “Classes should prepare for a visit by the cast of Little Red Riding Hood”; this will be announced twice, being concluded with the ‘Alarm Bell’.

2. **During class time** or when **students are with a T-A or specialist teacher**:
   
   2.1 Students and staff involved in activities in the withdrawal rooms, assembly hall, canteen, toilets, open learning area, staff room or sports hall are to ensure their room is locked and remain sheltered in the room, away from any line of sight; if initially in a space that can’t be secured, movement to a secured space is a priority.
   
   2.2 Office staff are to lock doors and shelter in an appropriate safe space, preferably near telephones.
   
   2.3 Staff are to ensure blinds and windows are closed and doors to their room are locked. Doors are not to be opened until the “All clear level red” signal is sounded – teachers may need to exercise discretion at the outset of the Lock Down to ensure students and staff who were in open areas are able to find their way quickly to the nearest classroom.
   
   2.4 No-one is to leave the building or locked room for any reason until advised by a public address announcement, “All clear level red”, or unless advised in person by a police officer.

3. **If alarm or evacuation sounds during outside play**:
   
   3.1 Duty teachers are to move all children to the area behind the shed in the upper playground and lock the gate to the playground.

4. The evacuation of the buildings are only to be conducted when advised by a public address announcement, “All clear level red”, or unless advised in person by a police officer.

**DO NOT LEAVE THE SECURED SPACE OR THE BUILDINGS UNTIL YOU HAVE BEEN NOTIFIED BY A POLICE OFFICER OR PUBLIC ANNOUNCEMENT THAT IT IS SAFE TO DO SO**
IN CASE OF

EMERGENCY

STAND STILL, BE QUIET AND LISTEN TO YOUR TEACHER

EXIT

the building and go to the

ASSEMBLY AREA

The Orr Street Car Park