

GLADSTONE PRIMARY SCHOOL

37. LOCKDOWN

Rationale

- To allow us to lock the school down when students are in class, and at other times in the school day when classes are not in session
- To ensure the safety of our students if the school is prompted by a perceived or actual threat either within the school or very close to the school
- To comply with advice given by the police

GUIDELINES

1. The signal for a lockdown will be a long series of short blasts on the bells in conjunction with an announcement of the speaker system. This will be distinguished from a continuous ringing of bells (evacuation signal) and three bells (wet lunchtime). School bells can be activated from the Administration area
2. The 'all clear' will be three blasts of the bells and will be initiated on instructions from the principal
3. When the lockdown signal is given everyone on site must remain in a locked room or move to one promptly and they must stay there until the 'all clear' is given

LOCKDOWN BEFORE AND AFTER SCHOOL AND DURING INTERVAL AND LUNCHTIME

- Before school teachers and students go to their normal classroom
- During interval teachers and students go to their normal classroom
- During lunchtime teachers and students go to their normal classroom
- After school teachers and students return go to the hall. If there are only the OSCAR students remaining they are to be 'locked down' in the room they are in.

LOCKDOWN DURING CLASSTIME

- Teachers and students remain in the classroom they are in
- Physical Education classes return to their normal classroom from the field or stay in the hall if they are attending their lesson there
- Any class away from its normal venue i.e. in the Library, the ICT room is to stay in that room
- If able we will email updates on the situation to all staff
- The Property Manager is to ensure that all rooms can be locked from the inside

WHEN IN A LOCKDOWN CLASSROOM

- All entrances/exits to the room being used are to be locked and remain locked until the all clear is given
- Everyone is to stay below window level
- Everyone in classrooms is to sit on the floor
- Where possible blinds or curtains should be drawn
- Try to continue to keep classes working as much to 'normal' as possible

SUPPORT STAFF AND STAFF NOT TEACHING DURING A LOCKDOWN

- Support staff should stay in their offices/workrooms/areas of work and remain there till the all clear is given
- Teaching staff not teaching at the time of a lockdown should return to their room or the staff room which ever is nearer. The exception to this is before school when they would go to their normal classroom

INITIATING A LOCKDOWN

- Will be determined by the principal or the police
- Any staff member seeing an issue that could be or should lead to a lockdown e.g. seeing an armed person on site, must notify the principal or the front office as soon as possible. It is crucial to be very specific regarding the location of any incident when reporting it.

COMMUNICATION DURING THE LOCKDOWN

- If a staff member in lockdown with a class receives information from a student pertinent to the lockdown situation, he/she should attempt to make email contact with the SMT as a group and the office on 0 extension.

COMMUNICATION WITH STUDENTS AND PARENTS ABOUT THESE PROCEDURES

- Students will have lockdown procedures explained to them at regular intervals in assemblies
- Parents will be informed of our procedures through newsletters

LOCKDOWN DRILLS

- We will have practice lockdown drills.

Dave Shadbolt _____
(Principal)

Fiona Barker _____
(Chairperson)