(18) LOCK DOWN POLICY

The Beehive Montessori School is implementing this policy to ensure the safety of staff and students at the School.

Rationale

In the event that students and staff are faced with hazards in the School grounds or outside the School, students and staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the School site. It covers the procedures and personnel responsibilities if and when the School is required to go to lockdown.

All staff, students and visitors to the School must come through the Admin Office to enter or leave the School.

Objectives

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Levels of Responsibility

The lockdown policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on School grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside.

In the event of a building lockdown, it is mandatory that:
  - The Principal or authorized person alerts the staff and students by a siren. The Principal or authorized person then assumes a lockdown position.
  - all students and adults remain in classrooms.
Levels of Responsibility (cont’d)

In the event of a building lockdown, it is mandatory that:

• all students and adults are to gather in a group in the middle of the room as far out of line of sight from the outside of the building as practicable.
• all students and adults who are outside but near buildings, are to move into the closest occupied classroom.
• if any students or adults are on the oval, they need to get into the School before it is locked down.

Only the gate to the Admin Office is open. The Admin Office door is locked. Staff then remain in the Admin Office while maintaining phone contact with police to update on the situation.

Parents are informed by email and SMS message that the School is in a lockdown, every classroom and entrance has been locked except for the gate leading to the Admin Office.

When the building lockdown is over:

• the Principal or authorized person will inform teachers, staff and students that the School is no longer in lock-down.
• parents and staff will be emailed and sent a SMS message that the School is no longer in lockdown.

Documentation

• Information about the School’s lockdown procedures will be circulated to all parents.