(18) - LOCK DOWN POLICY

This policy is required to ensure the safety of staff and students at the School in the event that there is a hazard or danger that requires a lock down of the school.

**Rationale**

In the event that students and staff are faced with hazards or dangers 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.

To ensure that lockdown can be achieved all staff, students and visitors to the School must come through the Administration 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 or near the 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 authorised person alerts the staff in a discrete manner by using the telephone to reach available classes.
- The staff member receiving the phone call will then alert the teachers of other classes within the building.
When all areas have been notified the Principal or authorised 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 Administration Office is open. The Administration Office door is locked. Staff then remains in the Administration 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 Administration Office.

When the building lockdown is over:

- the Principal or authorised 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.