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**Paremata School Lock down Procedures**

If it is necessary for the school to go into lock down due to a perceived health and safety threat the following procedures will be followed.**All staff must carry their mobile phones around school at all times.**

**During class time**

1.The bell will be rung twice which signals IN (this is used on wet days when it starts raining) following with an announcement over the school intercom that we are in lock down. The parent community is informed via e text and e-mail. If the lock down has been called by school management the Police will be informed by office staff by dialing 111.

2. Any children working outside near their classes will return to their rooms. Teachers and staff check all external toilets, then lock all doors, close all windows and draw all curtains and blinds.

3. Teachers take the register and contact the office with the names of any children unaccounted for.

4. Children are then moved to an area in the classroom away from the windows and doors where they are to remain for the duration of the lock down.

5. Children use any indoor toilets in their block and those classes without internal facilities will have to improvise within their classrooms using class rubbish bins and tissues and any internal rooms, closets for privacy.

6. If classes are on the field, staff will take the children to the hall and move internally into the library. Any children working in the library or in other classes at the time of the lock down will remain where they are. Anyone in the hall will move internally into the library. The librarian and teachers will contact the office with the names of the children in their care.

7. The Principal and office staff will follow all instructions from the Police.

8. The school remains in lock down until given the all clear from the Police. Parents will be informed by e text and e-mail.

9. Parents and family members cannot collect their children from school until the lock down has ended. Parents must inform the office and class teacher if a designated family friend has been requested to collect their child.

10. All children will be signed off the class register including who has collected them by the teacher as they leave the classroom

**When children are outside at break times**

1. The bell will be rung twice which signals IN (this is used on wet days when it starts raining)
2. All teachers will immediately return to their classrooms and begin the procedures listed above.
3. The Principal and support staff will supervise the removal of all the children from the playground back to their classes if it is safe.
4. If the situation is not safe the children will be moved to the nearest indoor area with teacher/adult supervision.The office will be contacted with the names of the children in the teacher’s care and where they are situated.

**The Principal, SENCO and designated Support Staff will ensure all children on the high health register get their individual support packs immediately.**