

MANGATAINOKA SCHOOL - LOCKDOWN PROCEDURES



The purpose of a Lockdown is to prevent children and staff being exposed to potentially harmful situations caused by natural or human actions.

Within the parameters of this policy, all staff have a responsibility to use these guidelines to formulate a plan of action to suit their own classroom situation.

Teachers must ensure their class knows what to do during a Lockdown situation. The number one priority at all times is the safety and well-being of all students and staff.

At the beginning of each school year, and as deemed necessary by the Principal, all staff will review the New Zealand Police 'Aggressive Intruder Incident' presentation and discuss its contents.

The safety of all occupants of Mangatainoka School (when the lockdown signal is given) depends on staff making the decision for a -

RUN - HIDE - FIGHT approach

There are no hard and fast rules for which approach is to be chosen. The decision lies with the staff member in the role as carer or supervisor for any given area or group of people. When making this decision staff should consider the safety of students, adults, themselves and other people and commit to a decision assertively and proactively.

In the event that the school is instructed by Police, the Principal or any staff member determines that the school should be 'Locked Down', the following actions need to be followed:

1. Any staff member can activate the lockdown signal. If possible phone the Police and then the school office. If staff are in the office - phone the Police immediately (111).

IF YOU SEE SOMETHING - DO SOMETHING!

2. The signal for a school 'Lock Down' is: Blasts on an AIR HORN. (These are located in every classroom and the administration area.) On hearing an air horn, teachers should activate their own class air horn across the school if appropriate to alert students and staff in other areas.

4. Children are to immediately return to the closest classroom if they are outside.

If they are in another room they should remain in that room. (Clearly, if a threat is seen close by, children should run away from the threat and go to any other room that is close.)

6. Class teachers are to lock the doors (where possible) and windows to their classroom and barricade the doors with furniture. Teachers should have a plan for how furniture would be used in the event of a lockdown situation. This should be practised with the students.

7. Children and teachers should find somewhere 'out of sight' and use furniture to hide themselves. (eg: On the floor against the wall below the windows with furniture tipped over to provide some protection.) If window coverings are fitted these should be lowered to obscure visibility from outside of the building.

- Students and staff in Room 3/Library are to move to the back storage room, lock the back door and barricade it, and barricade the library/store room door. Students/staff then ensure they cannot be seen through windows and are to remain silent.
- If it is favourable to do so, students and staff in Rooms 1 and 2 are to move to the cloak bay area, barricade the door by any means possible and hide in the toilet blocks.
- Students and staff in Ruma Wha and Rima are to lock the door, barricade the door and create a furniture barrier to hide behind near the sink area.
- Admin/office to hide in the bathroom and lock the door.

8. Children need to be silent. Any staff phones need to be on silent but available for use. Teachers should update their phone numbers with the office on a regular basis. It is requested that teachers have their cell phones in the classroom with them at all times for emergency situations.

9. Office staff need to immediately secure the doors to the admin area and then go to the nominated secure location - bathroom at the back of building.

10. The Police will take control and once the situation is under control will provide further instructions.

11. Teachers are to retain their students inside their barricaded classroom until the Principal or Police gives the 'All Clear'. (This will be done in person by the Principal or Police). The code word of 'agency' will be used to verify the identity of the Principal or NZ Police in attendance.

12. Class teachers should take a class roll and note any child not accounted for

as well as the names of children present from other rooms. Staff with capable smartphones are requested to download the Edge app so that staff, students and parent information is accessible.

13. The Principal will contact teachers by any suitable means to gather roll information and will list the names of anyone not accounted for and names of children from other rooms.
14. Office staff will at some point make contact with the Principal to gather roll information and to ensure all children are accounted for. (This is likely to be after the immediate situation has been dealt with by Police.)
15. The Principal or office staff will provide information to issue instructions or to keep teachers/students up to date.
16. The Principal will utilise communication methods to keep parents informed where possible and appropriate. This could be on Skool Loop, Educa, Facebook or via telephone.
19. No children are to be released to parents while the school is under a 'Lock Down', unless authorised or managed by the Police/Principal. (No parents will be permitted to enter the school grounds or any building). Staff are not to open doors or provide access to anyone until the Principal or Police gives the 'All Clear'. (This will be done in person by the Principal or Police using the code word) All instructions and directives given to staff and students by the NZ Police will be followed and enacted.
20. The release process for parents to collect their children is as follows:
 - The Principal will hold a master list of all students and will be clearly visible with an orange hi-visibility vest.
 - Parents will assemble in the court area to wait to uplift their children. Another staff member will collect students from their classroom or secure location and bring them to the parent.
 - Students will be checked off that they have been collected by their parents/caregivers. No child will be allowed to leave with another adult that is not their parent unless there has been prior information regarding this from the child's parent/caregiver. Parents/caregivers will be contacted to ensure there is permission for any other adult to uplift their child.

- Any student that has not been collected will be kept safe and supervised until they have been collected by their parent/caregiver.
- This system is to ensure that all students are safely collected from school after it is deemed safe for students to be released to parents and caregivers.
- Parents will be informed of this system as part of the practice and evaluation process.

21. All staff are to familiarise themselves with these procedures. Practice Lock Down drills will be carried out as is deemed appropriate and necessary (at least one per year in term one).

22. The effectiveness of these procedures are to be evaluated after all practices, alterations to buildings/grounds and change to staffing.

Jason Edwards Principal

Lockdown Drill 23/7/19

Drill 6/7/21

Date for next review: March 2028