



**OUR SCHOOL MOTTO IS:**

*Growing in Faith and Knowledge*

### **OUR SCHOOL MISSION STATEMENT**

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extracurricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children" (2015) and "Keeping Children Safe in Education" (2019) (KCSIE)

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.  
We are a Dyslexia Friendly School.)

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# **Lock Down Procedure**

**Co-ordinator: Mr D Hood**

**Updated February 2020**

**Review Date: September 2020 (staff are informed of regular ISI updates)**

# St Joseph's Preparatory School

## POLICY FOR HEALTH AND SAFETY

**This Policy is applicable to all pupils, including those in the E.Y.F.S.**

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness

### **In the event of an act of Terrorism on the school**

Front of House staff including the Headteacher will aim to sound an intermittent bell on the school bell. (Another emergency e.g. we need to clear the school but it is not a fire would require 10 blasts on the klaxon)

Staff should act as they feel it is appropriate for the safety of the children in their care and themselves.

If someone had entered the school intent on violence, then one course of action would be to keep the children locked and barricaded in the classroom with the blinds down. Lights and white board need to be switched off. All adults and children should go to the centre of the classroom, remain quiet and take cover underneath the desks. All adults and children should remain like that until such time as they are informed it is safe by a responsible adult.

It may be that staff make the decision to get the children out of the building and tell them to run away from danger-the wooded area beside the tennis court does back onto houses and the road.

#### **Lock Down (1)**

##### Joes Club-some guidance

In the event of the Lock down procedure being activated, the following actions will take place.

##### 3-30 to 4-30

EYFS/Pre Prep children to Lock down in Nursery classroom. Any children in the toilet to be ushered into the Nursery classroom quickly

Prep children in Hall to go immediately to PP1 classroom and 'Lockdown'. Prep children at the toilet to go to PP1 quickly.

In the event of children being outside the same procedure as for PE to be followed –Children to go to Back gate and hide behind the sheds.

##### 4-30 onwards

Staff and children to go immediately to PP1 classroom and 'Lockdown'.

Other staff on the premises need to 'Lock down' where they are.

All staff realise that this procedure does not account for all scenarios but is a reasonable response to what we think a threat might entail.

#### **Lock Down (2)**

##### Joes Club - Some Guidance

In the event of the Lock down procedure being activated, the following actions will take place.

##### 3-30 to 4-30

EYFS/Pre Prep children to Lock down in Nursery classroom. Any children in the toilet to be ushered into the Nursery classroom quickly

Prep children in Hall to go immediately to PP1 classroom and 'Lockdown'. Prep children at the toilet to go to PP1 quickly.

In the event of children being outside the same procedure as for PE to be followed –Children to go to Back gate and hide behind the sheds.

##### 4-30 onwards

Staff and children to go immediately to PP1 classroom and 'Lockdown'.

Other staff on the premises need to 'Lock down' where they are.

All staff realise that this procedure does not account for all scenarios but is a reasonable response to what we think a threat might entail.