

Ysgol Maes y Felin

“Achieve Excellence, Exceed Expectations”



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Lockdown Procedures

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This document is available in English and Welsh in Microsoft Word and PDF formats in Ariel font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format, contact Mrs. Debbie Dickinson (01352) 711366.



Lockdown Procedures

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Lockdown Procedures

1.0 Introduction

1.1 Why do we need a lockdown procedure?

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc).
- The proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

1.2 What initial action will be taken?

- Dependant on the information available to the member of staff at the time, a 'dynamic' assessment on what cause of action to take will be based on their perception of risk.
- If the member of staff's perception of the risk is **LOW**.
 - Communicate their concerns with the Headteacher and/or other SLT members
 - The Headteacher together with the SLT will weigh up the risk and will act accordingly. This may involve placing the school in 'Partial or Full Lockdown' and calling the emergency services.
- If the member of staff's perception of the risk is **HIGH**
 - Immediate action will be taken and the member of staff will raise the alarm triggering everyone to activate 'Full Lockdown'. This will involve contacting staff in the office to raise the lockdown alarm button.
 - If it is safe to do so, they will ensure all external doors, shutters and windows where they are, are secured.
 - Communicate their actions and concerns with the Headteacher and/or SLT.

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The Headteacher/SLT will weigh up the risk and will act accordingly. This may involve lowering the alert level to 'Partial Lockdown' or calling the emergency services.

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2.0 Partial Lockdown Procedure

<u>Partial Lockdown</u> An incident has occurred near to the school, which may or may not have a direct impact on the school, our staff, or our pupils. The vast majority of the time it will be a response to a request from the emergency services and will entail us having to secure our site, close all external doors and windows and restrict all access until further notice.	
Signal	Alert to staff: Partial Lockdown will be announced via Whatsapp followed by SLT visiting classrooms to ensure all staff members have received the message. IT will send an alert to all computer systems to advise of current protocols.
Muga / Field / Eco Area	All staff and pupils will be instructed to come back into school if safe to do so.
Outside Yards	All staff and pupils will be instructed to come back into school if safe to do so.
Inside	Apart from being restricted and all the external doors and windows being secured, activities and classes will continue as normal.
Communication with Parents	Parents and guardians will be informed via Parent Mail along the lines of '... the school is in a partial lockdown situation. During this time all external doors have been locked, and nobody is permitted in or out. Please await further information from the school'.

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3.0 Full Lockdown Procedure

<u>Full Lockdown</u> An incident has occurred very close to or inside the school building, which has resulted in our staff becoming concerned for the safety of our staff and/or our pupils.	
Signal	Nearest staff to activate alarm located in reception. SLT to send a message via Whatsapp to confirm we are in full lockdown. SLT to review PE staff and call/radio to provide instruction (this will be dependent on the type of incident being experienced – see below).
Action	On hearing the alarm, each member of staff will calmly and quietly start putting measures in place to ensure themselves and the pupils within their vicinity are kept safe and out of harm's way.
Muga / Field / Eco Area	SLT will carry out a 'dynamic risk assessment' and if they feel it is in the best interest of safety, they will decide whether it is safer for them and the pupils to return to the building or to get as far away from the building as they can and find somewhere to hide.
Outside Yards	All outside activities are to cease immediately, pupils and staff are required to return to the building if it is safe to do so. If it is not safe, they are to get as far away from the building as they can and find somewhere to hide
Inside	Once inside the school or in the classroom ✓ External doors are locked and shutters closed if possible. ✓ Internal classroom/room doors are locked or barricaded to prevent entry. ✓ Windows are locked, blinds drawn, lights switched off. ✓ Pupils and staff will hide quietly out of site, and all mobile phones are placed on silent Staff and pupils remain in lockdown until it has been lifted verbally by the Headteacher/emergency services.
Communication with internal and external personnel.	• The Headteachers office will become our control room • The Headteacher will be responsible for calling the emergency services then will continue to liaise with both external and internal personnel, keeping them abreast of what is happening. Once our Headteacher has spoken to the emergency services, he will arrange for an alert message to be sent out to all parents and carer's.

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Communication between staff and the control room	Register taken/head count completed, any missing pupils communicated to the appointed control room via email. During the lockdown, staff will keep agreed lines of communication open, via Whatsap / internal email where possible, but will not make unnecessary calls to the general office as this could delay more important communication.
If the fire alarm sounds during the lockdown alarm nobody should evacuate immediately unless they feel threatened by smoke or fire, as this could have been set off deliberately by an intruder. Staff and pupils should remain in lockdown but be ready to evacuate if required. SLT will carry out a dynamic risk assessment and send an urgent team's message to confirm if the fire is real or not. In the event of a fire being discovered the emergency services should be informed.	

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Communicating with Parents and Guardians

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- do not need to contact the school. Calling the School could tie up telephone lines that are needed for contacting emergency providers.
- do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- wait for the school to contact them about when it is safe to collect their children, and where this will be from.

Parents will be told:

'.....the School is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out. Please await further news from the school.'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The school site may or may not be cordoned off by Emergency Services that is dependent on the severity of the incident that has triggered the lockdown

Lockdown Procedures

School Full Lockdown Room Plan	
CONFIDENTIAL INFORMATION	
Management and Control	
Nominated Person	Responsibility
Headteacher (Control Room)	Initial contact with emergency services/ prepare and send message to parents via IRIS.
Site Team	Secure perimeter doors and gates
Headteacher	Pupil and staff welfare
Staff	Pupil safety
Signals	
Partial Lockdown	Announced via Whatapp followed by verbal communication
Full Lockdown	Nearest staff to activate alarm located in reception. SLT to send a message via Whatsapp to confirm we are in full lockdown using the password of the term.
Signal for all clear	Given verbally by Headteacher or Emergency Services
Lockdown plan per room or class	
All entrance points to the school	If it is safe to do so, all efforts will be made to secure all external doors leading into the school.
School Reception	Staff members will take action to increase protection from further danger. • If it is safe to do so, secure external doors. • Lock reception office doors. • Move to the open plan office and lock door and close blinds
Classrooms	Staff members will take action to increase protection from further danger. • Internal classroom/room doors are locked or barricaded to prevent entry. • Windows are locked, shutters closed (where possible), blinds drawn, lights switched off. • Pupils and staff will hide quietly out of site. • All mobile phones are placed on silent • Staff and pupils remain in lockdown until it has been lifted verbally by the Headteacher/emergency services.
School Field / Muga / Eco Area	Disperse to nearest classroom if safe to do so, blinds to be closed once inside
Breakout areas.	Relocate any pupils to the nearest classroom and follow the instructions above.
Offices and staff room.	Staff members will take action to increase protection from further danger. • Internal doors are locked or barricaded to prevent entry.

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	• Windows are locked, blinds drawn and lights switched off. • Staff (and any pupils) will hide quietly out of site. • All mobile phones are placed on silent • Staff and pupils remain in lockdown until it has been lifted verbally by the Headteacher/emergency services.
Kitchen	Kitchen staff will take action to increase protection from further danger. • Internal doors are locked or barricaded to prevent entry. • Windows are locked, server shutters closed, blinds drawn, lights switched off. • Kitchen staff to move to an area out of site. • All mobile phones are placed on silent
Toilets	Move to nearest classroom and follow above procedures.

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