



Lockdown Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable

Lockdown Policy

The aim of this policy is to ensure that all practical steps are taken to secure the health, safety and welfare of all persons using the school.

The policy is in three main parts:

- The statement, which is the commitment of the Governors to ensure a safe and healthy place of work and to employ safe systems of work;
- The organisation functions for implementing the policy;
- The areas for carrying out the functions of this policy and monitoring the effectiveness of the policy including notification, procedures, staff roles, communication with parents; drills.

Statement of Policy

The Governing Body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- a) A procedure to be taken if the school is faced with any external or internal incident which has the potential to pose a threat to the safety and welfare of all persons on site;
- b) Aim to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff;
- c) Encouragement for staff to participate in the promotion of health and safety standards in the school;
- d) This policy will be reviewed and updated as appropriate in conjunction with Conwy LEA's "Critical Incident Emergency Procedures".

Organisations Functions

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

- an intruder on the school site;
- a reported incident/risk in the local community;
- a major fire in the vicinity of the school;
- close proximity of a dangerous dog/animal roaming loose.

If the school is faced with a threat that prevents the evacuation of pupils from the building, the school should take steps to isolate pupils and staff from danger by instituting the school lockdown policy. However, if someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Notification of Lockdown

Staff will be notified lockdown procedures are to immediately take place on announcement on the school tannoy by the Headteacher "**ATTENTION LOCKDOWN**".

Procedures:

Lockdown during LESSON TIME: **STAY WHERE YOU ARE -**

1. All pupils to be ushered into the school building if on the playgrounds as quickly as possible and the locking of all outside doors where it is possible to remain safe. All pupils and staff from Physical Education Department to go to the school Gym. Physical Education Staff to carry walkie talkies with them at all times.
2. All pupils to remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible.
3. In the event of a **FULL LOCKDOWN** situation the staff will be informed over the tannoy to position pupils away from possible sightlines from external windows/doors e.g. sit on the floor/against a wall/under desks. Lights, whiteboards and computer monitors to be turned off.
4. Pupils or staff not in a class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets.
5. If practicable, staff should register the class and notify DM/EA immediately if there are any missing pupils.
6. Office staff will contact each class in turn for an attendance report.
7. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to office staff as this could delay more important communication.
NO ONE SHOULD MOVE ABOUT THE SCHOOL
8. Staff to support pupils in keeping calm and quiet and out of sight.
9. Staff to remain in lockdown positions until notification of end of lockdown is announced over the tannoy.

Lockdown during BREAK TIME/LUNCH TIME: **MOVE INSIDE THE BUILDING**

1. All pupils to be ushered into the school building as quickly as possible and the locking of all outside doors where it is possible to remain safe. All staff on duty outside the building to carry walkie talkies with them at all times.
2. All pupils and staff to go to their next allocated lesson and the staff will ensure the windows and doors are closed/locked and screened where possible.
3. In the event of a FULL LOCKDOWN situation the staff will be informed over the tannoy to position pupils away from possible sightlines from external windows/doors e.g. sit on the floor/against a wall/under desks. Lights, whiteboards and computer monitors to be turned off.
4. Pupils or staff not in a class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets.
5. If practicable, staff should take a register and notify DM/EA immediately if there are any missing pupils.
6. Office staff will contact each class in turn for an attendance report.
7. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to office staff as this could delay more important communication.
NO ONE SHOULD MOVE ABOUT THE SCHOOL
8. Staff to support pupils in keeping calm and quiet and out of sight.
9. Staff to remain in lockdown positions until Notification of end of lockdown is announced over the tannoy.

Staff Roles:

1. Headteacher/SMT to make tannoy announcement **ATTENTION LOCKDOWN**
2. Headteacher/SMT and office staff to ensure that their office(s) are locked and police called immediately.
3. Front office staff to evacuate to upstairs office and ensure that the doors are locked. Where practicable front office staff should take attendance i-pad and walkie talkies with them
4. Headteacher/SMT all relevant staff to ensure pupils are ushered into the school building if on the playgrounds and to remain in the classroom if during lesson time.
5. Individual Teachers/HLTAs/TAs lock/close classroom door(s) and windows and turn off lights.
6. Headteacher/SMT or office staff to notify the LEA of the incident. The LEA would also convene their Critical Incident Team should this be deemed necessary.
NO INDIVIDUALS TO LEAVE THE PREMISES DURING LOCKDOWN.

SODEXO Staff Roles

1. Sodexo staff to ensure all external gates and doors are locked.
2. Sodexo staff to ensure all connecting doors are locked.
- 3. SERVICE OF FOOD IS TO STOP IN ALL AREAS**
4. Pupils are to be told to follow instructions issued to them (which will be to go to their next allocated lesson).
5. External doors to the dining hall and catering department are to be locked shut.
6. Once all pupils are clear of your areas you are to come back to the main kitchen and you are to all move to an area away from the windows – shut down the fire shutter if necessary.
7. Lock and secure any further internal doors.
8. Do not move out of the area and do not move around the building.

Communication with parents:

1. Parents will be notified as soon as it is practical to do so via the school's established communication network.
2. Parents should be reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
3. Pupils will not be released to parents during a lockdown. This can interfere with emergency provider's access to the school and may even put themselves and others in danger.
4. Parents will be asked not to call school as this may tie up emergency lines.
5. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
6. A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Drills:

It is vital that the school's lockdown procedures are familiar to all members of staff. To achieve this, a drill will take place at a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

See also:

- WECTU Schools Security Guide
- Fire Evacuation Procedures
- Emergency and Adverse Weather Arrangements
- Use of Reasonable Force Policy