



YSGOL LLYWELYN

LOCKDOWN POLICY

School: Ysgol Llywelyn

Responsible: Headteacher & Governing Body

Last Reviewed: April 2025

Next Review Date: April 2026

Review Period: 1 Year



Be Brave, Risk Being Exceptional



Ysgol Llywelyn Lockdown Policy

Introduction/Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Bomb Threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

School Lockdown Procedure

Full Lockdown and Partial 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, pupils, Parents/Carers or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to keep themselves as safe as possible. The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s on the school site with the potential to pose a serious risk to staff and pupils.

In order to initiate the lockdown procedure, designated staff have been identified and trained. These are:

1. Nathan Jones - Headteacher
2. Stuart Jones - Deputy Headteacher
3. Ben Cox - Head of Learning
4. Lianne Jones – Head of Learning
5. Rachael Evans – Head of Learning
6. Emma Parry – ALNCo
7. Jeanette Gibson - Caretaker
8. Emma Newell-Roberts – Office Administrator

Notification:

THE SIGNAL FOR A FULL LOCKDOWN WILL BE 5 LONG RINGS OF THE SCHOOL BELL. IF THERE ARE CHILDREN AND STAFF OUTSIDE, THIS WILL BE ACCOMPANIED BY 5 LONG BLASTS ON A WHISTLE, AT THE SAME TIME PERFORMING A VISUAL HAND SIGNAL LASSO ACTION ABOVE THE HEAD. THIS SHOULD BE REPEATED UNTIL ALL CHILDREN / STAFF ARE SAFELY IN THE BUILDING.

Upon hearing the alert for a lockdown the procedures for a **full lockdown** will be implemented (worst case scenario). As soon as possible, staff will be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

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

- ✓ A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- ✓ A serious or emergency accident or incident requiring the emergency services at the school;
- ✓ A major fire in the vicinity of the school;
- ✓ The close proximity of a dangerous dog roaming loose;
- ✓ A swarm of bees or wasps;
- ✓ Dense fog where pollution could cause breathing difficulties;
- ✓ Wild animals on site e.g. foxes;
- ✓ Volcano Ash Cloud;
- ✓ A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- ✓ A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- ✓ An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare).

Once children are safely indoors the **CLOSE** procedure must be followed:

CLOSE ALL WINDOWS AND DOORS

LOCK UP

OUT OF SIGHT AND MINIMISE MOVEMENT

STAY SILENT AND AVOID DRAWING ATTENTION

ENDURE – BE AWARE YOU MAY BE IN LOCK DOWN FOR SOME TIME.

IF OUTSIDE:

- The lockdown signal will activate a process of children being ushered into the school building as quickly as possible if they are outside to the nearest class, and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.

IF INSIDE:

- At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked where possible and children are positioned away from possible sightlines from external windows/doors.
- Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom as quickly as possible and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms

NO ONE SHOULD MOVE ABOUT THE SCHOOL – ONLY DESIGNATED STAFF

- Staff to support children in keeping calm and quiet.
- Staff should not communicate in anyway with any external person either by phone, message or social media.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
- As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for. This method of communication with the school office should be conducted by email in the first instance. Verbal telephone calls to the school office should not be made.

Non class-based staff:

- On hearing the signal, staff not based in a classroom e.g. kitchen, office staff should remain where they are situated and implement the CLOSE procedure. The shutter in the kitchen should be closed for additional security. Staff should not move to another area in school unless it is clear that their area is at immediate risk of danger etc.

Staff Roles:

- Front office staff ensure that their office(s) are locked and police called if necessary.
- Head/ Deputy or office staff member locks the school's front doors and entrances.
- Caretaker to head to Office
- Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.
- Catering Staff to lock back door to kitchen and turn off lights.
- Outdoor learning: Outdoor learning staff are to move pupils back to the nearest lockable area (ACCESS or Reception classroom)

Individual staff cannot sign out or leave the premises during lockdown without prior agreement of the Headteacher before leaving

Communication with Parents/Carers:

In the event of a full lockdown or other emergency procedure school leaders will take advice from the emergency services about when to communicate the situation to parents.

The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates once the situation has been explained.

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/ Seesaw app / telephone

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- 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.

Partial lockdown:

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Notification of Partial Lock down:

- ✓ Alert to staff: 'Partial lockdown'
- ✓ All outside activity to cease immediately, pupils and staff return to building.
- ✓ All staff and pupils remain in building and external doors and windows locked.
- ✓ Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different; once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the appropriate body e.g., Emergency Services, Local Authority. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

LOCK DOWN DRILLS

Lock down practices will take place at least once per year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. The drills may be based upon a certain scenario that we could potentially be faced with. These drills are essential to ensure the safety of pupils, staff and visitors in school and would be conducted as sensitively as possible to minimise any upset caused to pupils.

Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A termly alarm practice will be held for staff only to ensure they can differentiate between the sound of the fire alarm and the lockdown alarm.