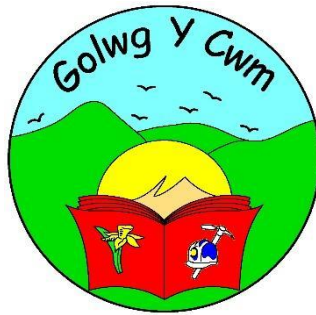


YSGOL GOLWG Y CWM



LOCKDOWN POLICY

Date	September 23
Review Date	September 24



LOCKDOWN POLICY

Rationale

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk 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.

Notification of Lockdown

Staff will be notified lockdown procedures are to immediately take place by the signalling of a continuous ring of the emergency bell in the office. If possible, there will also be a verbal message via telephone to each classroom from the head teacher, deputy headteacher or office staff.

Procedures

1. The Announcement via telephone or signalling of the continuous alarm by a staff member will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors.
2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are secured, blinds pulled down where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors are to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom. They will remain with that class and class teacher, for example, children using toilets when the alarm is raised.
4. A register should be taken and, if practicable, staff should notify the administrative staff that they have entered Lockdown and the names of those children not accounted for. This can be done with the internal telephone system.
5. NO ONE SHOULD MOVE ABOUT THE SCHOOL.
6. Staff to support children in keeping calm and quiet.

7. Staff to remain in lockdown positions until informed by key staff: Head Teacher, Deputy Head Teacher or a member of the Senior Leadership Team, Chair of Governors or Administration staff, in person, that there is an all clear.

Staff Roles

1. Head Teacher or Deputy Head Teacher makes announcement via telephone system.
2. Administration staff ensures that the alarm is signalled, their office is locked and appropriate emergency service called. FOR POLICE DIAL: 999. They will also telephone classrooms internally.
3. Headteacher, Deputy Headteacher or administrative staff member locks the school's front doors and entrances. Keys are held by the Headteacher, Deputy Headteacher and Estates Manager.
4. Main School gates remain closed. Locking gates may obstruct or delay Emergency Services. Staff with access to keys must be available.
5. Individual teachers close classroom door and windows and pull down blinds. For classrooms with external exit doors, staff must secure the external door by turning the thumb turn.

Communication with Parents and Carers

- If necessary, and when possible, parents and carers will be notified as soon as it is practical to do so via the school's established communication network – See SAW § depending on the type and severity of the incident, parents and carers 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 and carers during a lockdown;
- Parents and carers 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 lockdown, parents and carers 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 and carers will be sent home at the earliest opportunity following any serious incident to inform parents and carers of context of lockdown and to encourage parents and carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Partial Lockdown

Partial lockdown is a precautionary measure but puts the school into a state of readiness whilst retaining a degree of normality should the situation escalate. In some situations, only a partial lockdown will be required. This may be as a result of a reported incident or disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc. In this instance, the same signal – an announcement via the internal telephone system and verbal communication and a continuous bell - will be made, for example, keep all windows closed, pupils are to remain within the building.

Lockdown Drills

Lock down practices will take place 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 be debriefed to staff so improvements can be made.

Review

This Policy and its procedures will be reviewed annually.

Headteacher

09/24

Chair of Governors

09/24