



# Lockdown Procedure

July 2024



# Lockdown Review Sheet

Date of Review	Reviewer(s)	Comments



## Introduction

Full 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 pupils, staff, 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.

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 in any situation where a full lockdown is not required. Lockdown procedures may be activated in response to any number of situations, but may include:

- A warning being received regarding a risk locally, for example air pollution, a 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.
- Volcanic 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/carers.
- An intruder on the school site with the potential to pose a risk to staff and pupils.

## Signal for whole school lockdown

An extended sounding of the lockdown alarm by Headteacher, Deputy Headteacher or by members of the teaching team in their absence.

## Signal for the all-clear

Two short internal and external bell rings. A member of SLT will also provide a verbal response and check-in.



## Full Lockdown

This may be because of a reported incident or civil disturbance at the school or on the school site. This may have the potential to pose a significant risk to staff and pupils. Where this takes place, all pupils, staff, and visitors are required to stay in their classroom/ workspace and not to wander around the school.

## Partial Lockdown

This may be because of a reported incident or 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 major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or maybe a warning received regarding the risk of air pollution, etc. A partial lockdown would be implemented after an initial full lockdown to ensure the situation is contained and can be monitored prior to decisions to de-escalate being made.

## Rooms most suitable for Lockdown

All pupils and staff should remain in their own classrooms, office or kitchen area.

## Entrance Points (e.g. doors, windows) which should be secured

External doors, internal doors, fire doors and all windows.

<b>Lockdown Drill</b>
<p style="text-align: center;">STAFF WILL BE NOTIFIED WHEN A LOCKDOWN DRILL IS TAKING PLACE.</p> <p>Upon hearing the sound of the lockdown alarm, staff must:</p> <ul style="list-style-type: none"> <li>• (if outside) Escort pupils inside and to their classrooms as calmly and quickly as possible.</li> <li>• (if inside) Escort pupils to their classrooms from communal areas such as the hall, corridors, intervention room or toilets. Those pupils who are in their classrooms should remain in there.</li> <li>• Close all external doors and windows.</li> <li>• Draw the roller blinds.</li> <li>• Encourage all pupils to stay calm and sit sensibly and quietly.</li> <li>• (teacher or adult in charge) Take the register to check for missing pupils.</li> </ul>



- (Headteacher or Deputy Headteacher) Double check corridors and toilets for pupils and staff.
- Establish communication with emergency services as appropriate.

Once all staff and pupils are safely inside, SLT will conduct an on-going risk assessment based on advice from the emergency services. This can then be communicated to staff and pupils. Emergency services will advise as to the best course of action in respect of the prevailing threat.

IF IT IS NECESSARY TO EVACUATE THE BUILDING THE FIRE ALARM WILL BE SOUNDED. STAFF SHOULD FOLLOW THE USUAL EVACUATION PROCEDURE.

## Communication with parents

The school's lockdown procedures will be published on the school website and routine practices communicated with parents and guardians via email with information regarding the effectiveness of the procedure.

In the event of an actual full or partial lockdown, any incident or development will be communicated to parents and guardians as soon as is practicable using the message below via the school communication system 'Gov-delivery':

*'Ysgol Sant Dunawd' is in a full/ partial lockdown situation. During this period the phones, school office and entrances will be un-manned and external doors locked. Please wait for further instructions and information.'*

- Parents and guardians will be **given enough information** 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 their safety.
- Parents and guardians will be **reassured** that any measures needed to ensure the incident does not re-occur are put into place.
- Parents and guardians are asked **not to contact the school** during a lockdown or immediately afterwards. Calling the school could put pupils' safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents and guardians or the Local Authority.
- Parents and guardians are asked **not to come to the school**. This could interfere with emergency providers' access to the school and may even put themselves and others in danger.
- Parents and guardians **must wait for the school to contact** them about the next steps and arrangements for collecting their children.
- Parents and guardians will be informed when the 'all clear' has been given.
- Pupils will not be released to parents during a lockdown.



## Communication with 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 depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the Headteacher (or Deputy in their absence) regarding the timing of communication to parents.



## Appendix 1

Lockdown Drill Checklist		
Date of Lockdown Drill		Checked
Lockdown alarm activated.		
All pupils and staff to return to their classrooms.		
Senior member of staff to go outside and check playgrounds and field.		
All external doors and as necessary, windows are closed.		
Blinds should be drawn.		
Pupils should sit quietly.		
Teacher to take register to check for missing pupils.		
Senior member of staff to check corridors and toilets for pupils and staff.		
Senior member of staff to check all staff and pupils accounted for.		
All clear signal - two short internal and external bell rings.		
Notes:		

