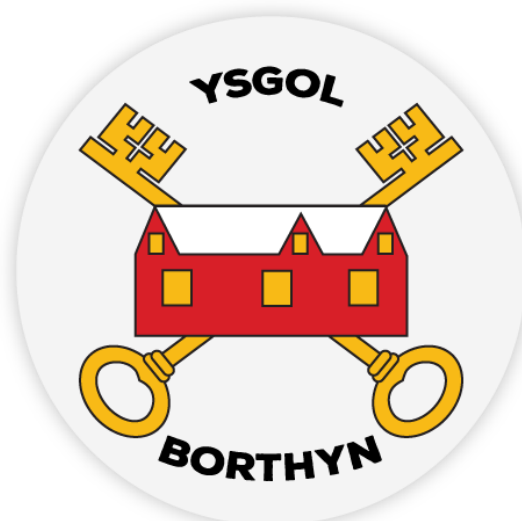


Lockdown



Procedure Policy

Date: November 2020

Review Date: November 2022

Approved by:

Headteacher

.....

Chair of Governors

INTRODUCTION

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 students in the school. Procedures should aim to minimize any disruption to the learning environment whilst ensuring the safety of all students 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 students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

LOCKDOWN ARRANGEMENTS

Staff will be alerted to the activation of the lockdown drill in advance.

When the three stop-start-start-stop bell rings on the classroom bell system, staff must take the following action;

- Pupils who are outside of the school at break and lunchtimes will be brought inside as quickly as possible and enter their registration classrooms/zones unless this endangers them and others. (See Appendix 1)
- Those inside the school during lesson time should remain in their classrooms and designated staff to check corridors and toilets for pupils or staff. (See Appendix 2)
- Once in lockdown mode, staff should notify the Headteacher immediately of any pupils not accounted for to instigate an immediate search for anyone missing.
- Staff should encourage pupils to keep calm.
- If a **PARTIAL LOCKDOWN** needs to be escalated to a **FULL LOCKDOWN** staff will be notified by a further 3 rings of the bell.
- As appropriate, the Headteacher will establish communication with the Emergency Services and notify Denbighshire County Council
- Parents will be notified as soon as is practicable via e-mail (only when appropriate via guidance from Emergency Services)
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will take place.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, lockdown drills should be undertaken at least once a year and will include staff and pupils.

All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing 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 circumstances.

Communication between parents and the school

School lockdown procedures, especially arrangements for communication with parents, will be shared with parents via the school website.

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

Parents should be given enough information about what will happen. Agreed script:

'Ysgol Borthyn is currently in a full lockdown situation.

During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out of the school.

Please be reassured that the school understands your concerns for your child's welfare and that we are doing everything that is possible to ensure pupil safety.

PLEASE DO NOT contact the school. This could tie up telephone lines that are needed to contact emergency providers.

PLEASE DO NOT come to school. This could interfere with the emergency providers access and you will also be placing yourself in danger.

Please wait for us to contact you as to when it is safe to collect your child'

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 decisions of the Headteacher regarding the timing of any communication to parents.

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL

Appendix 1

PUPILS OUTSIDE OF CLASS

IMMEDIATE ACTION

PARTIAL LOCKDOWN

- Three stop-start-stop-start rings of the bell on the school bell system
- Staff to instruct pupils to make way to classrooms as quickly as possible.
- Year 3 & 4 pupils are to make their way to the Year 1 classroom within the main school building.
- All external doors and windows to be locked.
- Any on-site visitors to be escorted to the staff room where clerical staff will account for them using the visitor book.
- Kitchen staff to remain in the kitchen area if safe to do so.
- Class teachers to check to see if all corridors and toilets are clear.
- Class teachers to take register and inform of any missing pupils.
- If pupil cannot be found, inform the Headteacher.
- Class teachers to keep HWB emails open on their computers to await further instructions.
- Staff to continue teaching as normal, reassure pupils that they are safe and inform them that the lockdown is a precaution.
- Dependant on information from the Headteacher via email, free movement may be permitted within the building dependent on circumstances.

FULL LOCKDOWN

- **Staff notified by further three stop-start-stop start rings of the bell and confirmed via e-mail.**
- Escalation to **Full Lockdown.**
- All Internal doors to be locked, blinds pulled down and pupils to sit quietly on the floor. Class teachers to block doors with furniture.
- Any on-site visitors to remain in the staff room.
- Kitchen staff if safe to do so should remain in the kitchen area.
- Staff and pupils to remain in lockdown until it has been lifted by Headteacher via email and phone call.
- At any point during lockdown the fire alarm may sound – this is a cue to EVACUATE BUILDING – follow fire evacuation procedures.

PUPILS INSIDE OF SCHOOL BUILDING

IMMEDIATE ACTION

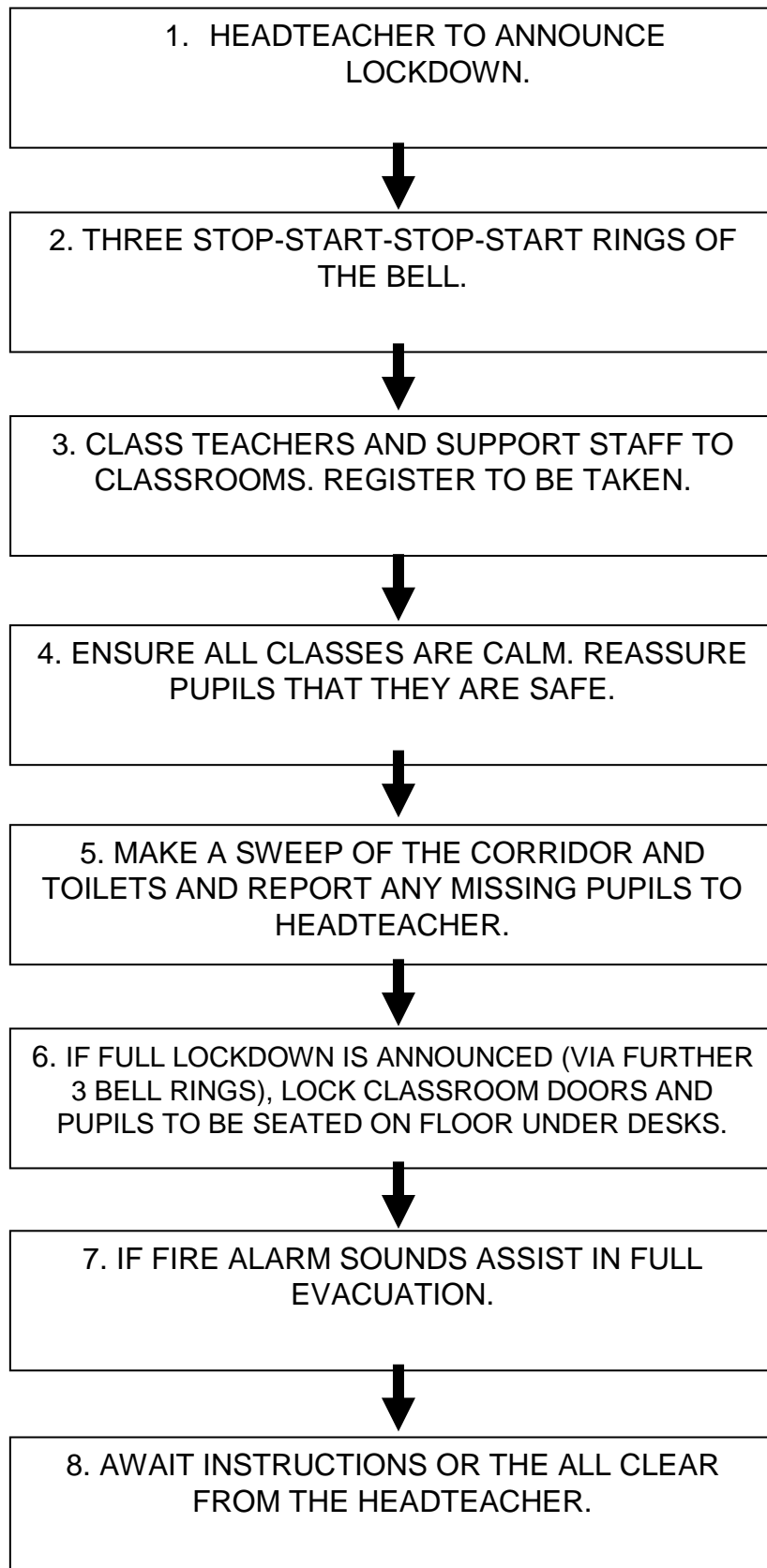
PARTIAL LOCKDOWN

- Three stop-start-stop-start rings of the bell on the school bell system
- Pupils and staff to remain in classrooms.
- Year 3 & 4 pupils are to make their way to the Year 1 classroom within the main school building, if safe to do so.
- Any pupils or staff in the hall should move to classrooms.
- All external doors and windows to be locked.
- Any on-site visitors to be escorted to the staff room where clerical staff will account for them using the visitor book.
- Kitchen staff to remain in the kitchen area if safe to do so.
- Class teachers to check to see if all corridors and toilets are clear.
- Class teachers to take register and inform of any missing pupils.
- If pupil cannot be found inform the Headteacher.
- Class teachers to keep HWB emails open on their computers to await further instructions.
- Staff to continue teaching as normal, reassure pupils that they are safe and inform them that the lockdown is a precaution.
- Dependant on information from the Headteacher via email, free movement may be permitted within the building dependent on circumstances.

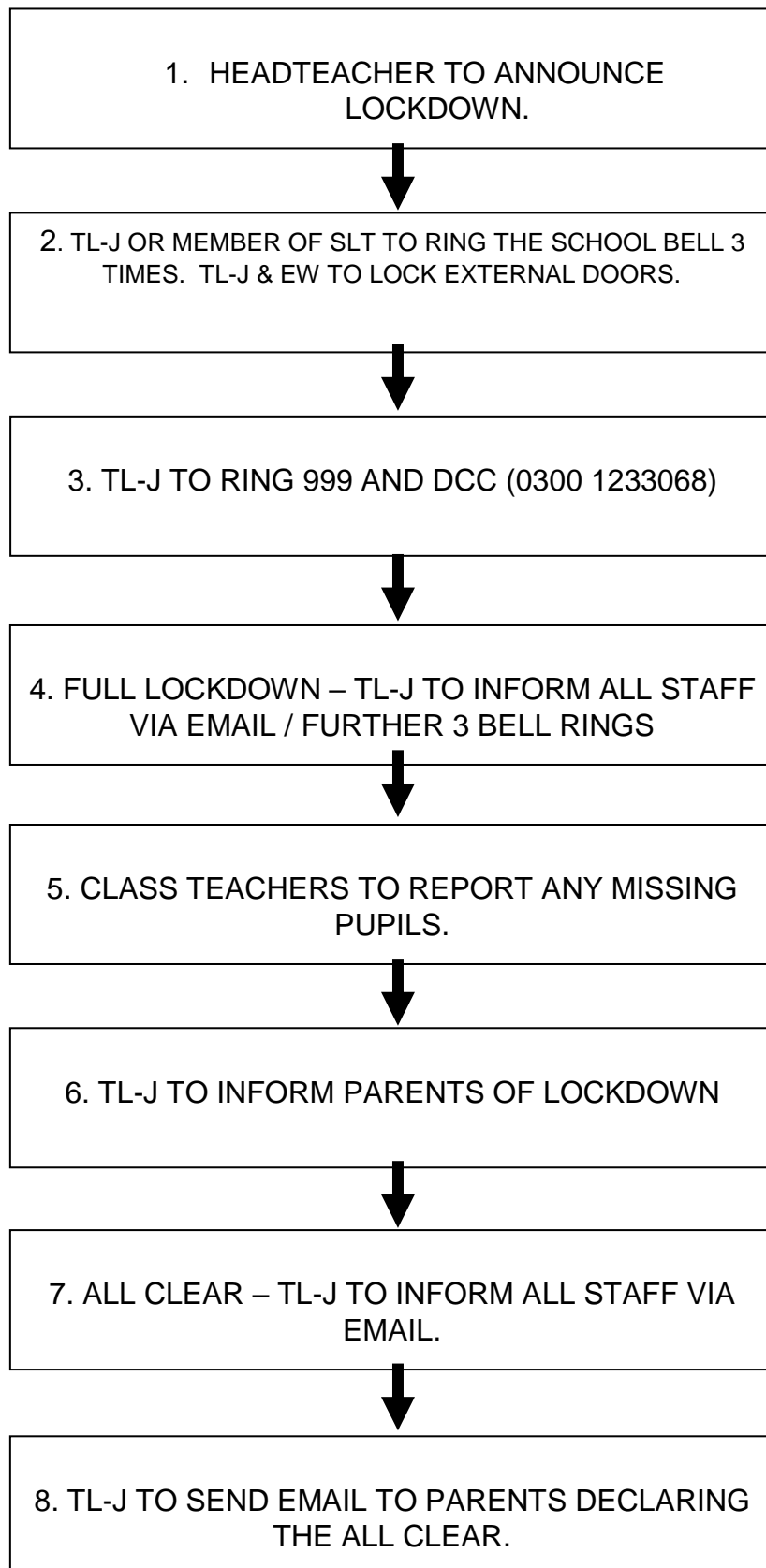
FULL LOCKDOWN

- **Staff notified by further three stop-start-stop start rings of the bell and confirmed via e-mail.**
- Escalation to **Full Lockdown**.
- All Internal doors to be locked, blinds pulled down and pupils to sit quietly on the floor. Class teachers to block doors with furniture.
- Any on-site visitors to remain in the staff room.
- Kitchen staff if safe to do so should remain in the kitchen area.
- Staff and pupils to remain in lockdown until it has been lifted by Headteacher via email and phone call.
- At any point during lockdown the fire alarm may sound – this is a cue to EVACUATE BUILDING – follow fire evacuation procedures.

LOCKDOWN PROCEDURE FOR SCHOOL STAFF



LOCKDOWN PROCEDURE – SPECIFIC ROLES



An annual Lockdown Procedure drill should be carried out and any information recorded below.

Date	Comments	Signature