

YSGOL CAERSWS SCHOOL LOCKDOWN POLICY

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- 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/animal roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Air horn sounded
Signal for all-clear	Verbal confirmation

Lockdown	
Rooms most suitable for lockdown	School hall
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	School phone (T2P)

Level	Initial response- Lockdown	Tick/Sign/Time
L1	<p>Sound air horn. 2 available: 1st located in entrance hall, 2nd near main playground door.</p> <p>Ensure all pupils are inside the school building: register. Pupils sit on hall floor in their classes. All staff should be in the hall too. All adults are responsible for their own class. Alternatively, ask pupils to hide or disperse if this will improve their safety.</p>	
L2	All staff to lock/secure entrance points (e.g. doors & windows).	
L3	Check for missing pupils and staff.	
L4	Use school phone to dial 999.	
L5	<p>Ensure people act to increase protection from attack:</p> <ul style="list-style-type: none"> • Block access points, (Move furniture to obstruct doorways and bolt doors into hall) • Sit on the floor, under tables or against a wall, • Keep out of sight, • Draw curtains/blinds, • Turn off lights, • Stay away from windows and doors. 	
L6	Ensure that pupils and all staff are aware of an exit point in case the intruder does manage to gain access.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Partial Lockdown

Alert to staff: "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.

Immediate action:

All outside activity to cease immediately, pupil and staff to return to the building.

Staff will be alerted via verbal communication.

All staff and pupils remain in the 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 risk assessment based on advice from the Emergency Services. 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. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: "Full lockdown"

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- Airhorn sounded.
- All pupils to enter hall and sit quietly.
- Register taken/head count.
- External doors locked.
- Internal doors locked and blocked as necessary.
- Windows locked and blinds drawn.
- Staff and pupils to remain in lock down until it has been lifted by a senior member of staff/emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.

Information:

Staff will be alerted to the activation of the plan via the sounding of an air horn. Any member of staff who identifies a need can sound this alarm, including mid-day supervisors. There are two, one located in the entrance hall and the other at the main corridor exit door.

Pupils who are outside of the school buildings are brought inside as quickly as possible. In exceptional circumstances if it is decided that children may be safer remaining outside they will be moved to the nearest place of safety on or off site.

Those inside the school should make their way to the hall.

All external doors and windows should be closed and when possible locked (depending on the circumstances, internal doors may also need to be blocked).

Once in lockdown mode, staff should notify the Headteacher (or in her absence a senior member of staff) of any pupils not accounted for. The Headteacher will instigate an immediate search for anyone missing if safe to do so.

Staff should encourage the pupils to keep calm and quiet and to remain seated.

If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble in their usual fire points if safe to do so.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in staff meetings, twice a year and 'lockdown drills' will be practiced each term.

Pupils:

Pupils will be introduced to the 'Lockdown' through a whole-school assembly. The aim is not to panic, worry or distress pupils needlessly, staff will need to be very conscious and aware to the potential of pupils concerns and anxieties.

Parents:

Parents will be informed of the 'Lockdown' policy and procedures through newsletters. Information will also be available on the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable to do so via 'Teacher to Parent' text message service.

Pupils will not be released to parents during a lockdown.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concerns for their child's welfare, and that it is doing everything possible to ensure his/her safety,
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers,
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger,
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

Parents will be told

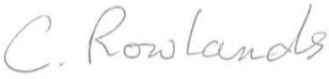
" ...the school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out..."

Emergency Services:

As appropriate, communication with the Emergency Services will be established and the local authority notified.

It is important to keep lines of communication open with the 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 with regarding the timing of communication to parents.

Headteacher:		Date:	15/7/23
Chair of Governing Body:		Date:	15/7/23