

# Ysgol Bro Cinmeirch



## Lockdown Procedure Policy

Date Approved: 03.07.2024

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Signed: J Lovegrove

(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 minimise 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 a whistle blows in start-stop rings, staff must take the following action:

- Pupils who are outside of the school at break or lunch time will be brought inside as quickly as possible and make their way to their classroom.
- Those inside the school during lesson time should remain in their classrooms and designated staff to check corridors and toilets for pupils or staff.
- Once in lockdown mode, staff should notify the Head Teacher by email 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 e-mail.
- As appropriate, the Head Teacher 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, the Head Teacher 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 either via email/ text.

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

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

*'Ysgol Bro Cinmeirch is currently in a lockdown situation.  
During this period the telephone 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 Head Teacher regarding the timing of any communication to parents.

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| Staff will ALWAYS have advance notice of a lockdown drill, therefore if the signal occurs without warning staff must assume it is <b>NOT A DRILL</b> . |
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### **Guidelines for Pupils:**

When the lockdown alert (start-stop whistle blows) sounds:

#### **During Lessons**

1. Pupils should remain in their classroom at all times.
2. Any pupils partaking in PE lessons outside will return into the school building via the closest entrance point and make their way to their classroom.
3. Any pupils in the toilet or corridor area must make their way back to their classroom as quickly as possible.
4. Pupils should listen closely and follow all instructions from their Teachers.
5. Pupils should try and remain calm and remember that the lockdown is a precaution.

#### **Breaktime and Lunchtime**

1. Pupils should make their way back into the school building and to their classroom, as quickly and sensibly as possible.
2. Any pupils in the toilet or corridor area must make their way back to their classroom as quickly as possible.
3. Pupils should listen closely and follow all instructions from their Teachers.
4. Pupils should try and remain calm and remember that the lockdown is a precaution.

### **Guidelines for Teachers (Including Supply Teachers):**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop bell whistle blows) sounds:

#### **During Lessons**

1. Teachers should remain in their classroom with pupils, at all times. Any PE lessons outside will return into the school building via the closest entrance point and make their way to their classroom.
2. Upon hearing the lockdown alert (start-stop whistle blows) all staff should lock all external doors, windows and skylights.
3. Teachers should reassure pupils that they are safe and inform them that the lockdown is a precaution.
4. Teachers to take register and inform Head Teacher via email of any missing pupils.
5. Teachers to keep HWB open on their computers to await further information and instructions on the lockdown, from the Head Teacher.
6. Teachers must not leave their classroom at any time, even if the lesson is due to end, unless instructed by the Head Teacher via email.
7. If the situation develops and a decision is made to enter into a **Full Lockdown** the Head Teacher will notify all staff, via email.
8. During a **Full Lockdown** staff will be instructed to lock internal doors, shut blinds and instruct pupils to sit quietly on the floor. Furniture should be used when necessary to block doors.
9. At any point during lockdown the fire alarm may sound – this is a cue to EVACUATE THE BUILDING – follow fire evacuation procedures
10. Once a decision has been made to lift the lockdown, the Head Teacher will communicate this to all staff via email or by going around the classrooms.

#### **Breaktime and Lunchtime**

1. Teachers should immediately make their way to their classroom, and follow the procedures as above.

### **Guidelines for Support Staff:**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop whistle blows) sounds:

1. All support staff to remain in their office / designated area, unless instructed otherwise.
2. Any support staff in the toilet or corridor area must make their way back to their office / designated area, as quickly as possible.
3. Upon hearing the lockdown alert (start-stop whistle blows) all staff should lock all external doors, windows and skylights.
4. Support staff to keep HWB and OUTLOOK open on their computers to await further information and instructions on the lockdown, from the Head Teacher.
5. If the situation develops and a decision is made to enter into a **Full Lockdown** the Head Teacher will notify all staff, via email.
6. During a **Full Lockdown** staff will be instructed to lock internal doors, shut blinds and sit quietly on the floor. Furniture should be used when necessary to block doors.
7. At any point during lockdown the fire alarm may sound – this is a cue to EVACUATE THE BUILDING – follow fire evacuation procedures.
8. Once a decision has been made to lift the lockdown, the Head Teacher will communicate this to all staff via email or by going around the classrooms.

### **Guidelines for Teaching Assistants:**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop whistle blows) sounds:

#### **During Lessons**

1. All Teaching Assistants that are in lessons should remain in their classroom with pupils, at all times.
2. Teaching Assistants should reassure pupils that they are safe and inform them that the lockdown is a precaution.
3. Teaching Assistants should assist Teachers with closing and locking any open windows, doors and skylights, including the community room, staff room and meeting room (depending on those closest to each room).
4. Teaching Assistants to await further information and guidance from the Teacher.
5. At any point during lockdown the fire alarm may sound – this is a cue to EVACUATE THE BUILDING – follow fire evacuation procedures

#### **Breaktime and Lunchtime**

1. Teaching Assistants should immediately make their way to their classroom, and follow the procedures as above.

**Any Teaching Assistants not working with specific pupils when the lockdown alert sounds, should proceed to the nearest classroom immediately.**

## **Guidelines for Head Teacher:**

Ensure that you have read and understood the procedures and your responsibilities.

1. If covering PPA for Class Teachers, await arrival of the Teacher before proceeding with the below.
2. Upon deciding that the school will enter into a lockdown, the Head Teacher will instigate the lockdown alert (start-stop whistle blows).
3. The Head Teacher should ensure that the main school entrance and playground entrance are closed and secured.
4. The Head Teacher will contact the relevant Emergency Services (999) and Denbighshire County Council (0300 1233068).
5. The Head Teacher will notify all staff on the status of the lockdown via email distribution. Regular correspondence will be made to ensure that all staff are fully informed throughout the incident. Staff will be told to remain in their classroom / designated areas at all times, unless instructed otherwise.
6. The Head Teacher will notify Kitchen staff on the status of the lockdown. Regular correspondence will be made to ensure that all staff are fully informed throughout the incident. Kitchen staff will be told to remain in the school Kitchen at all times, unless instructed otherwise.
7. The Head Teacher will notify the Cylch Meithrin on the status of the lockdown (Hall).
8. The Head Teacher will notify all Contractors and Visitors on the status of the lockdown.
9. The Head Teacher should check their emails for information on any missing pupils, staff or Cylch Meithrin and co-ordinate the attempts to locate and gain further information on the nature of the incident.
10. The Head Teacher will ensure that all information on remaining missing pupils or staff will be passed to the Emergency Services.
11. In the event of an actual lockdown, the Head Teacher will communicate to parents via email. Agreed script;

*‘Ysgol Bro Cinmeirch is currently in a lockdown situation.*

*During this period the telephone 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’*



12. If the situation develops and a decision is made to enter into a **Full Lockdown** the Head Teacher will notify all staff, via email.
13. During a **Full Lockdown** staff will be instructed to lock internal doors and windows, shut blinds and instruct pupils to sit quietly on the floor. Furniture should be used when necessary to block doors.
14. Following discussions with the Emergency Services and a decision to lift the lockdown, the Head Teacher will notify all staff via email or by going around the classrooms.
15. The Head Teacher will co-ordinate the re-opening of the school (including windows, doors and skylights) and will issue a statement to parents and guardians.

#### **Guidelines for Kitchen Staff:**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop whistle blows) sounds:

1. Kitchen staff should make their way immediately to the school Kitchen.
2. Kitchen staff must lock and secure the outside Kitchen door.
3. Kitchen staff to await further information and guidance from the school.

#### **Guidelines for Contractors and Visitors:**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop whistle blows) sounds:

1. Contractors and Visitors within the main school building should make their way immediately to the staff room.
2. Contractors and Visitors who are outside on school grounds should make their way immediately to the staff room, using the nearest entrance point.
3. Contractors and Visitors to await further information and guidance from the school.

### **Guidelines for Cylch Meithrin:**

Ensure that you have read and understood the procedures and your responsibilities.

When the lockdown alert (start-stop whistle blows) sounds:

1. The Cylch Meithrin should make their way immediately to the Hall.
2. The Cylch Meithrin staff must lock and secure the external windows and doors.
3. Cylch Meithrin to take register and inform Head Teacher via telephone or email of any missing children or staff.
4. The Cylch Meithrin to await further information and guidance from the school via telephone or email.