

Ysgol Gynradd Llanganna



Llangan Primary School

Lockdown Policy



Lockdown Policy

DOCUMENT INFORMATION			
Created by :	Mr J Griffiths	Reviewed by :	Governing Body
Reviewed :		Next review :	May 2025
Review cycle :	Annually	Approved by FGB :	
Chair of Governors :			
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Children
Valued & Ambitious

Community
Engaged & Collaborating

Staff
Skilled & Inspirational

Curriculum
Relevant & Dynamic

Environment
Inspirational & Engaging

School
Renowned & Achieving

GWELEDIGAETH YR YSGOL
Ysgol Gynradd Llanganna
Llangan Primary School
SCHOOL VISION

1. Overview

All policies are underpinned by our child protection procedures as laid down by the child protection 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, staff and visitors.

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
- A terrorist threat

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

The school's lockdown plan is as follows:

Signal for lockdown	Alert will be made via walkie-talkie' There is SWARM OF BEES OUTSIDE.' Plus Outside 3 blasts on the whistle.
Signal for all clear	Verbally from school office member via walk-round.
Rooms most suitable for lockdown	All classes to remain in own classroom. If in communal areas go to nearest classroom / room that can be locked from inside. If outside, consider if returning inside is best option where the school hall is the central location.
Entrance points (e.g. doors, windows) which should be secured	External doors, fire doors, internal doors, all windows
Communication arrangements	See section 3.1

Internal Communication Arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Walkie Talkies / Mobile phones / Text messaging

Llangan Staff Lock Down Overview		
Ref	Initial Response	Tick/Sign/Date
1	<p>Ensure all pupils return inside the school building if safe to do so. Alternatively, ask pupils to hide or disperse if this will improve their safety (follow 'Run, Hide, Tell' - counter terrorism policing)</p> <p>All Adults are responsible for their own class.</p>	
2	All adults to lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building.	
3	Dial 999. Dial once for all emergency services that you require. All class teachers advised to dial 999 as they will not know if anyone else has as they should be in their own rooms and as such will not know other people's actions. SLT and office staff to liaise. If unable to, nominated person to do so (communication via class telephones/ mobiles.)	
4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights <p>Stay away from windows and doors. All adults are responsible for their own class.</p>	
5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
6	If safe to do so and possible, check for missing / injured pupils, staff and visitors. All adults.	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. Code word: The bees have gone, all clear.	

2. Lockdown Procedures

- Staff will be alerted to the activation of the plan via activation of the alarm. (On the playground – 3 long whistle blows; Inside the school building – Verbal communication will be sent through the class phones using a coded message – ***There is a swarm of bees outside, please stay inside.***)
- Pupils who are outside of the school buildings are brought inside as quickly as possible unless this endangers them or others. If children remain outside, they will move to the school hall or the nearest place of safety on or off site.
- It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)

- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available). SLT instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and the Vale of Glamorgan Local Authority notified.
- Parents will be notified as soon as it is practicable to do so via Parentpay message, text message and School App.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded-everyone should

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. 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. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2.1. Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be either visited by a senior member/office staff or via classroom telephone and told the situation is under control, and pupils can return to classrooms and resume activities as normal.

3. Communication

3.1. Communication with parents

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

If it is necessary for the School to enter into Lockdown, parents/carers will be notified as soon as it is practical to do so via Parentmail messaging service and text messaging. Our first actions will be to take care of staff and students; therefore, a delay may occur in informing parents, parents should not be contacted directly by your child.

Parents will ordinarily be given enough information about what will happen so that they are reassured that everything possible is being done to ensure everyone's safety. We may not be in a position to give detailed information. This is because in any emergency situation, dealing with the incident at hand is the most important aspect. It is also important to protect the integrity of any potential criminal investigation after the incident has been dealt with by the School and relevant agencies, including the police, whilst also protecting the privacy of those directly affected.

Parents should not:

1. Contact the School as this will tie up the phone lines.
2. Attend the School, as this will likely interfere with the emergency services' access to the School and may also put themselves and others in further danger.
3. Phone or contact their child via mobile as this similarly could interfere with the need to be silent and could cause more distress and distraction.
4. Expect their child to be released from school during Lockdown.

Parents should wait for the School to contact them about when it is safe to collect their children.

3.2. Communication with the 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 with regarding the timing of 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**.