



Rhydypenau Primary

Procedures for Lockdown

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk.

In communicating this procedure to staff it is important to stress that it is very unlikely that our school will ever need to implement a real lockdown. It is, however, important to have arrangements in place to deal with such a situation.

When the 'drills' are undertaken, these will be conducted in a controlled and proportionate manner in order to reduce undue stress and/or panic.

Lockdown Procedures

As part of our planning for responding to Critical Incidences or emergencies, Rhydypenau Primary has a set of procedures for lockdown. Lockdown procedures are a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of staff and children in the school. Our procedures aim to minimise 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. Examples of these include:

- A reported incident or disturbance in the local community;
- Near-by chemical spillage;
- Serious weather conditions;
- Attempted access by unauthorised persons intent in causing harm/damage;
- An intruder already on the school site;
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming.

Signals

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The signal for a lockdown must be clearly distinguishable from that of an evacuation. Any confusion may result in students and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

Notification of Lockdown:

Staff will be notified lockdown procedures are to immediately take place by the following signals:

Signal for lockdown	<i>The Tannoy system will be utilised using the code word "Diamond" four times.</i>
Signal for all-clear	<i>The Tannoy system will be utilised using the code "all clear" four times.</i>

Procedures:

These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

Lockdown Procedure –

Nicola Hammond or Erica Williams will take charge when first alerted to the incident and will:-

Sound the alarm signal for lockdown;

Dial 999 and ask for each emergency service required;

Check FP and nursery have locked down;

Contact staff via text/email/telephone call to ensure they take action to increase protection if deemed necessary.

These signals activate a process of children being ushered into the school building if intruder or safety risk is within the school grounds.

Teachers, Pupils & Staff

1. When an incident requiring lockdown presents itself, Nicola Hammond will instruct a member of staff to signal for lockdown.
2. If pupils and staff are occupying the playgrounds or field, Nicola Hammond will instruct a member of staff to blow a whistle, and pupils will be brought inside immediately via their closest entry point into the school and taken to their classrooms. If it is safe to do so, a member of staff should sweep the yards to ensure all pupils have been moved indoors.
3. Staff and pupils occupying Forest Schools will be alerted to return to the school by an administrator.
4. Teachers are to ensure that all pupils return and remain in their classroom or teaching space. They will ensure all windows and doors are closed and secured and children are positioned away from possible sightlines of external windows and doors. Blinds are to be

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	<p>drawn where possible and smart boards and computer monitors are to be turned off.</p> <ol style="list-style-type: none"> 5. If it is safe to do so, Teaching Assistants will sweep the corridors to ensure that all external windows and doors are closed and secured. They will undertake sweeps of the toilets and the Hall to ensure pupils return to their classroom. 6. Admin staff will ensure the main entrance door is locked and the holding area doors securely closed. 7. Nursery staff are responsible for ensuring their external doors and the nursery lobby door is securely closed and locked where possible. 8. Any visitors or contractors should be directed to the staffroom or an empty room where they will be informed they are not to leave the building for any reason. 9. Kitchen staff are responsible for ensuring the kitchen windows and external door are closed and secured. 10. A register should be taken, making note of missing/ injured pupils. Phone Nicola Hammond and admin. This should be input to SIMS and additional information emailed to the admin team. 11. Nicola Hammond will check for any missing pupils. 12. Staff make sure they are aware of the nearest exit point in case an intruder does manage to gain access. <p style="text-align: center;">NO ONE SHOULD MOVE ABOUT THE SCHOOL</p> <ol style="list-style-type: none"> 13. All staff are to support children in keeping calm and quiet. 14. Everybody to remain in lockdown positions until informed by signal to end lockdown or if instructions are received from Nicola Hammond or the emergency services.
<p>Staff Roles</p>	<p>Nicola Hammond (or Erica Williams) As above</p> <ul style="list-style-type: none"> - Takes control of the lockdown procedure and undertakes roles as required. - Indicates when lockdown has ended. <p>Admin staff</p> <ul style="list-style-type: none"> - Ensure that the administration office is locked and appropriate emergency service/LEA bronze officer called and updated. Contact the Bronze Officer (029 2087 2998); - Lock/secure the front reception and holding area doors. - Check that pupils are accounted for via SIMS and email. - Inform parents via the text alert system. <p>Class Teachers close classroom doors, external doors and windows, ensuring children keep out of sight. If needed they are to block access</p>

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	<p>points, draw curtains/blinds and turn off the lights. They must encourage students to stay calm. Class teachers must also take a register of all persons present in the classroom.</p> <p>Teaching Assistants sweep the corridors and toilets to ensure pupils are accounted for, whilst closing all doors and windows.</p> <p>Kitchen staff ensure that the windows and external door to the kitchen are closed and secured.</p>
<p>Internal Communication Arrangements</p>	<p>All staff will initially be alerted by <i>the signal for lockdown</i>. Staff email/ class telephones will also be used to update and inform staff.</p>
<p>Communication Arrangements With Parents</p>	<ul style="list-style-type: none"> ● If necessary, and when possible, parents will be notified as soon as it is practical to do so via the school's established communication by admin staff. ● Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. ● Pupils will not be released to parents during a lockdown. ● Parents will be asked not to call school as this may tie up emergency lines. ● If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services. ● A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.
<p>Notes</p>	<p>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p>

Lockdown Drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Partial Lockdown

In some situations only a partial lockdown will be required. This may be as a result of a reported incident or disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc.

Nicola Hammond will take charge, informing a member of staff to alert each classroom that there is a partial lockdown or use the tannoy system with the code word '**partial diamond**.'

Immediate action:



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- All outside activity to cease immediately, pupils and staff to return to building;
- All staff and pupils remain in building and external doors and windows locked;
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff.

All situations are different. Once staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students.

'**Partial lockdown**' is a precautionary measure but puts the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents via the established text alert system.

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 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 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 into danger
- Wait for the school to contact them about when it is safe for you to come and get their children, and where this will be from.

Parents will be updated:

School in full lockdown. Switchboard unmanned, doors & windows locked. Nobody allowed in/out. Do not contact the school. You will be informed when lockdown is over.

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. Emergency Services will support the Headteacher with regards to the timing of communication to parents.

The Chair of Governors will be kept fully informed as soon as it is appropriate to make contact.

Review:

Procedures will be reviewed annually. Next review date June 25.

Signed

Dated