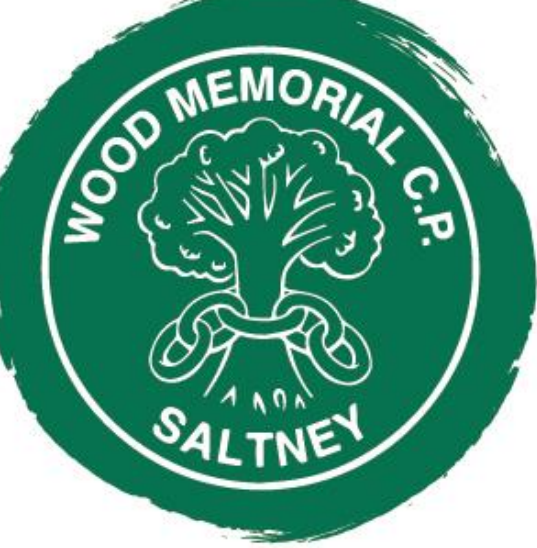




Ysgol Gynradd Wood Memorial Wood Memorial C.P. School

'From little acorns, mighty Oaks grow'

School Lockdown Procedure Policy September 2023

Date of last revision	N/A – new policy
Author	Andrew Johnson, Melanie Spencer, Lee Barritt
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Summary of changes	N/A
Review undertaken by	Andrew Johnson, Melanie Spencer

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Kindness



Determination



Nurture



Respect



Integrity

School Lockdown Procedure

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. Our procedures 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)
- The close proximity of a dangerous dog roaming loose
- A major fire in the vicinity of the school

Lockdown Procedure notices are displayed in every classroom and around school.

Immediate Action & Full Lockdown Procedure

- Blasts of a fog horn will sound to signal the start of lockdown – further blasts may be used to ensure that all areas within the school are aware.
- Whoever initially calls for lockdown will inform the main office.
- All outside activity to cease immediately, pupils and staff return to building (where possible e.g. Forest School leave area through fencing if possible).
- All staff and pupils then remain in building and external doors and windows locked.
- All pupils return to their classroom (where possible) - class teachers responsible for own class.
- Other staff should move quickly into the nearest secure room.
- **Dial 999** - the school office, SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency phone number.
- External doors locked. Responsible adult in each Fire Evacuation zone to ensure that external doors on communal areas are locked. Headteacher/Admin Staff to ensure that the Main Reception door and entrances are locked.
- Internal/classroom doors locked (wedged closed if possible), blinds and windows closed, lights turned off, pupils sit quietly, away from windows, glass and sight where possible.
- A Whatsapp message in the 'Woody Staff' group will be sent to all staff with instructions – **do not** share the message with children.
- All staff computers on and e mail accounts open - ensure that the children **cannot** read the screen.
- Report all missing children from your class, along with any additional children or adults that you have in your room, to the office via the 'Woody Staff' Whatsapp group, and email to wmhead@hwbbmail.net and wmmail@hwbbmail.net.
- Staff should encourage the pupils to keep calm and continue to monitor lines of communication
- Staff to gather all essential resources if safe to do so e.g. medication.
- Staff and pupils remain in lockdown until it has been lifted by an authorised staff member or emergency services.
- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.
- If it is necessary to evacuate the building, everyone will be alerted via agreed lines of communication and/or emergency services.
- **If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.**
- Do not exit lockdown unless you have been advised by this system.

Communication between Parents/Carers and School

School lockdown procedures, including arrangements for communicating with parents/carers, will be shared on the school website. In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable via the Seesaw app. 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 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.
- Pupils will not be released to parents during a lockdown.

Parents will be told as part of the message:

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

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.

Partial Lockdown

A partial lockdown message will be announced via verbal communication and the Whatsapp 'Woody Staff' group. 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. Instructions/restrictions may be put in place appropriate to the level of risk. These will be communicated as above.

Risk Assessment

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic 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.
- In the event of an air pollution issue, air vents can be closed (if possible) as additional precaution.
- Contact appropriate member of Flintshire LA to inform of partial lockdown.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- If necessary, a partial lockdown may be escalated to a full lockdown.

Drill

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.