**Emergency Lockdown Policy and Procedures**

 The school’s lockdown manager is: **Gwyndaf Davies – Headteacher**

 In his absence, the lockdown manager are: **Anna Rowlands / Meinir Rees – Assistant Headteachers**

 The signal for a lockdown will be: **Repeated short bursts of the school change bell**

 The signal to evacuate the building is:  **Activation of the school’s fire alarm**

**Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be

entered from the outside. This will ensure that pupils, staff and visitors are safe in situations

where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for

example, near-by chemical spillage, proximity of dangerous dogs, serious weather

conditions or attempted access by unauthorised persons intent in causing harm/damage.

*NaCTSO (National Counter Terrorism Security Office)*

Lockdown arrangements are determined by schools on an individual basis, as they will be dependant to a large extent on local circumstances such as premises design and layout, class arrangements, resources available etc.

There are two types of lockdown ‘partial’ and ‘full’.

**1. Partial Lockdown**

Message alert to staff: “*Partial Lockdown*”

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building, however teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with a potential to pose a risk to staff and pupils in the school.

**Immediate action:**

* The school bell is pressed repeatedly in short bursts to indicate ‘lockdown status’;
* Members of the SLT and office staff will advise staff it’s a ‘partial lockdown’;
* All outside activity ceases immediately and pupils and staff move into the building;
* Kitchen staff will ensure all doors are locked;
* The emergency services Denbighshire County Council will be contacted by the lockdown manager as soon as possible;
* Free movement may be permitted within the building dependent upon circumstances;
* In the event of air pollution seal up any cracks in doors and vents into the room and building minimise risk;
* Staff await further instructions.

Inform the local authority of this course of action immediately.

**2. Full Lockdown**

Message alert to staff: “*Full Lockdown*”

This signifies an immediate threat to the school and maybe an escalation of a partial lockdown. The aim of the full lockdown is for school and its rooms to appear empty.

**Immediate Action:**

* The school bell is pressed repeatedly in short bursts to indicate ‘lockdown status’;
* Members of the SLT and office staff will advise staff it’s a ‘full lockdown’;
* The emergency services Denbighshire County Council will be contacted by the lockdown manager as soon as possible;
* All pupils / staff to stay in classroom or move to the nearest classroom;
* Office staff should remain in the office;
* External doors locked. Classroom doors locked;
* Windows locked, blinds drawn, internal doors locked (where possible);
* Pupils and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, wood, metal. Consider locations behind substantial brickwork and away from external windows i.e. the corridors;
* Kitchen staff should ensure that doors are locked, lights turned off and blinds drawn;
* Once in a position of safety, no-one should move, unless the level of threat/danger changes e.g. an intruder gains access to the area of safety;
* Mobile phones turned off or a least silent mode;
* A register to be taken of those present;
* Communicate register to staff in each classroom/office;
* Staff should await further instructions. No-one may leave the building.

* Staff and pupils remain in lockdown 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.
* During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

**Communication with Parents**

* If necessary parents will be notified as soon as it is practical to do so via the school’s established communication network – app / website/ / telephone;
* 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 lock down.
* 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 lock down, 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 as the nearest possible day following any serious

incident to inform parents of context of lockdown and to encourage parent to reinforce with

their children the importance of following procedures in these very rare circumstances.

**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.

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| **Policy and Procedures Prepared by:** | **Gwyndaf Davies (Headteacher)** |
| **Date Approved by the Governing Body:** |  |
| **Signed by Chair of Governors:** |  |
| **Professor Jethro Newton** |
| **Date for Review:** |  |