

Polisi Cloi mewn Argyfwng Lockdown Policy

Ysgol Tryfan



***Llofnodwyd ar ran Cadeirydd y Llywodraethwyr:
Signed on behalf of the Chair of Governors:***

A handwritten signature in blue ink, appearing to read 'Carl Madsen'.

***Dyddiad Cymeradwyo: Gorffennaf 2025
Date of Approval:***

***Dyddiad Adolygu: Gorffennaf 2026
Review Date:***

1. Cefndir

Ar adegau prin iawn, efallai y bydd angen cau'r ysgol fel nad yw'n bosib i unrhyw un gael mynediad o'r tu allan. Bydd hyn yn sicrhau bod disgyblion, staff ac ymwelwyr yn ddiogel mewn sefyllfaoedd lle mae perygl ar dir yr ysgol neu yng nghyffiniau'r ysgol.

Dylai gweithdrefnau Cloi mewn Argyfwng gael eu hystyried yn ymateb synhwyrol a chymesur i unrhyw ddigwyddiad allanol neu fewnol sydd â'r potensial i beri bygythiad i ddiogelwch staff a myfyrwyr yr ysgol. Nod y gweithdrefnau yw amharu cyn lleied â phosibl ar yr amgylchedd dysgu, wrth sicrhau diogelwch yr holl ddisgyblion a'r staff. Gellid bod angen gweithredu gweithdrefnau Cloi mewn Argyfwng ar gyfer nifer o sefyllfaoedd, ond gallai rhai o'r rhai mwyaf nodweddiadol fod:

- yn cael gwybod am ddigwyddiad/aflonyddwch sifil yn y gymuned leol (gyda'r potensial i beri risg i staff a disgyblion yn yr ysgol);
- Rhywun heb ganiatâd ar safle'r ysgol (gyda'r potensial i beri risg i staff a disgyblion);
- Rhybudd yn cael ei dderbyn ynglŷn â risg yn lleol, o lygredd aer (pluen fwg, cwmwl nwy ac ati);
- Tân mawr yng nghyffiniau'r ysgol;
- Ci peryglus yn crwydro'n rhydd gerllaw'r ysgol.

2. Rhoi gwybod bod angen Cloi mewn Argyfwng

Cenir cloch yr ysgol 10 gwaith am gyfnodau byr iawn i hysbysu staff bod rhaid rhoi'r weithdrefn cloi mewn argyfwng ar waith ar unwaith. Mae hyn yn nodi i holl staff fod yr ysgol yn CLOI MEWN ARGYFWNG

Cenir cloch yr ysgol 5 gwaith am gyfnodau byr iawn i hysbysu staff bod rhaid rhoi'r weithdrefn cloi yn rhannol ar waith ar unwaith. Mae hyn yn nodi i holl staff fod yr ysgol yn CLOI YN RHANNOL

Bydd neges byr am natur y Cloi mewn argyfwng yn cael ei osod ar y sianel "Cloi Mewn Argyfwng" yn Teams yr ysgol yn unig. Mae hyn mewn ymgais i leihau cyfathrebu anorfod. Mi fydd aelod o'r UDA yn gyfrifol am hysbysu yr uned iaith.

Bydd neges destun yn mynd i rieni i'w hysbysu fod yr Ysgol wedi'i chloi mewn argyfwng boed hynny wrth ymarfer neu mewn digwyddiad real.

Gweler Atodiad 1 ar gyfer esiamplau o negeseuon

3. Rheoli sefyllfa Cloi mewn Argyfwng

Caiff y sefyllfa ei rheoli gan yr UDA a dylai'r holl staff barhau i aros mewn sefyllfa 'Cloi mewn Argyfwng' hyd nes i aelod o'r UDA neu aelod o'r gwasanaethau brys ddweud fel arall wrthynt yn ffurfiol.

3.1 Rolau staff unigol:

- Dylai staff blaen y Swyddfa alw'r heddlu yn dilyn arweiniad gan yr UDA ar unwaith.
- Dylai drws y brif fynedfa gael ei chloi (goriad) os yn ddiogel i wneud hynny.
- Dylai'r pennaeth/UDA gloi'r drysau magnetig drwy ddefnyddio'r system "Net2 access control".
- Dylai Staff unigol mewn ystafelloedd dosbarth gloi/cau drws (drysau) dosbarth a ffenestri gan ddiffodd y goleuadau.
- Y staff arlwygo i gloi pob drws i'r gegin a diffodd y goleuadau gan symud i leoliadau oddi wrth y ffenestri/drws.
- Gwybodaeth gynhwysfawr ond cryno (os yn ymarferol bosib) o'r digwyddiad yn cael ei rannu ar TEAMS STAFF gan yr UDA – (e.e. unigolyn diethr ar y safle, disgybl wedi gwylltio – y manylion DDIM i'w rannu ymhellach gyda disgyblion).

4. Cynllun Cloi mewn Argyfwng

4.1 RHANNOL

Hysbysiad a roddir i staff: 'CLOI'N RHANNOL MEWN ARGYFWNG'

Gall hyn fod o ganlyniad i ddigwyddiad/ymyrraeth sifil yn y gymuned leol sydd â'r potensial i beri risg i staff a disgyblion yn yr ysgol. Gall hefyd fod o ganlyniad i dderbyn rhybudd ynghylch perygl llygredd aer ac ati.

Gweithredu ar unwaith:

- Pob gweithgaredd awyr agored yn dod i ben ar unwaith, disgyblion a staff yn dychwelyd i mewn i'r adeilad;
- Pob aelod staff a disgyblion i aros yn yr adeilad;
- Y pennaeth/UDA yn cloi'r drysau allanol yn unig drwy ddefnyddio'r system "Net2 access control".
- **Yn ddibynol ar yr amgylchiadau** mae'n bosib gellir caniatáu symud yn rhwydd o fewn yr adeilad ac i'r adeiladau eraill. Cyfarwyddyd a chadarnhad o hynny i ddod gan yr UDA drwy Teams.

Mae pob sefyllfa yn wahanol. Pan fydd yr holl staff a disgyblion yn ddiogel y tu mewn, bydd UDA yr Ysgol yn cynnal asesiad risg parhaus a deinamig yn seiliedig ar gyngor e.e. gan y gwasanaethau brys. Gellir cyfleu hyn i'r staff a'r disgyblion trwy defnydd TEAMS.

Mae 'Cloi'n rhannol mewn Argyfwng' yn fesur rhagofalus ond mae'n rhoi'r ysgol **mewn sefyllfa o barodrwydd** (wrth gadw rhywfaint o normalrwydd) pe bai'r sefyllfa'n gwaethgu.

Os oes problem llygredd aer, gellir cau fentiau awyr (lle bo modd) fel rhagofal ychwanegol. Bydd y gwasanaethau brys yn cynghori ynghylch y ffordd orau o weithredu mewn perthynas â'r bygythiad sy'n bodoli.

- **Ni ddylai staff ryddhau disgyblion o un wers i'r nesaf hyd nes i chi gael cadarnhad ei bod yn ddiogel i wneud hynny gan aelod o'r UDA.** Mae'r cloi-rhannol yn ddibynol ar natur yr argyfwng yn y lle cyntaf.
- Gall cloi rhannol ddigwydd o ganlyniad i gloi mewn argyfwng yn cael ei israddio mewn modd pwylllog a rhagofalus wrth arwain at agor yn llawn eto.

4.2 CLOI'N LLAWN MEWN ARGYFWNG

Hysbysiad a roddir i staff: 'CLOI'N LLAWN MEWN ARGYFWNG'

Golyga hyn bod bygythiad uniongyrchol i'r ysgol a gall fod yn gam ymlaen o sefyllfa o Gloi Rhannol mewn Argyfwng.

Cloi Mewn Argyfwng yn ystod cyfnod Gwersi

- Pob gweithgaredd awyr agored yn dod i ben ar unwaith, disgyblion a staff yn dychwelyd i mewn i'r adeilad. (e.e. Addysg Gorfforol i ddychwelyd i'r Gampfa)
- Drysau allanol wedi'u cloi. (Aelodau o'r UDR a Tim Gweinyddol yn gyfrifo aml gloi'r drysau magnetig ar y system Net 2)
- Bydd yr aelod UDA sydd yn gyfrifol am gloi y drysau magnetig yn cloi y drysau cyn gynted a phosib. Asesiad risg dynamig yw hwn a bydd yr aelod yma yn gwneud y penderfyniad gorau ar sail y dystiolaeth sydd ar gael ar y pryd.
- Drysau ystafell ddosbarth wedi'u cloi (gan ddefnyddio y clo mewnol); dylid cau/cloi unrhyw ffenestri, llenni wedi'u tynnu, disgyblion yn eistedd yn dawel allan o olwg ffenestri/drysau allanol (e.e. o dan ddesg neu o amgylch cornel). Goleuadau, byrddau clyfar a sgriniau cyfrifiaduron wedi'u diffodd;

- Y gofrestr wedi'i chwblhau - gall y Swyddfa gysylltu â phob dosbarth yn ei dro i gael adroddiad presenoldeb os yw hi'n ddiogel i'r swyddfa wneud hynny;
- Bydd disgyblion neu staff nad ydynt yn y dosbarth am ryw reswm pan genir yr arwydd argyfwng (e.e. gan eu bod yn y toiled) yn mynd i'r ystafell ddosbarth agosaf ac yn aros yno.
- Disgyblion sy'n ystafell waith/gyffredin y 6ed – dylent fynd i'r ystafell ddosbarth â goruchwyliaeth staff agosaf e.e. Yst A6/A7.
- Dylai staff a disgyblion aros yn y fan a'r lle nes eu bod yn cael gwybod fel arall gan unai aelod o'r UDA neu'r gwasanaethau brys. **Os yw'r larwm tân yn canu ar unrhyw adeg yn ystod y cyfnod o Gloi mewn Argyfwng dylid gadael yr adeilad ar unwaith.**
- Os yw'n ymarferol, dylai staff roi gwybod i'r brif swyddfa dros y ffôn os oes yna ddisgyblion heb gyrraedd y dosbarth ond dylem wneud pob ymdrech i gadw'r llinellau ffôn yn glir drwy gadw sgysiau yn fyr.
- Yn ystod y cyfnod Cloi mewn Argyfwng bydd y staff yn cadw llinellau cyfathrebu cytunedig ar agor a ni fyddant yn gwneud galwadau diangen i'r brif swyddfa rhag peri oedi o ran cyfathrebu pwysicach.
- Dylid hefyd reoli'r defnydd o ffonau symudol gan staff a disgyblion rhag i unigolion e.e. rheini/gwarcheidwaid bryderu ac i negeseuon anelwig eu cyrraedd.

NI DDYLAI FOD UNRHYW UNIGOLION YN SYMUD O GWMPAS YR YSGOL

- Staff i gefnogi plant i gadw'n dawel a llonydd.
- Cyn gynted ag y bo modd ar ôl i'r cyfnod Cloi mewn Argyfwng ddod i ben dylai athrawon a disgyblion ddychwelyd i'w ystafelloedd dosbarth arferol ar gyfer y wers benodol sy'n digwydd bryd hynny, er mwyn gallu galw'r gofrestr a rhoi gwybod i'r Swyddfa ar unwaith am unrhyw ddisgybl na chaiff eu cyfrif.
- Dylid cael sgwrs adferol gyda'r disgyblion. Adnabod unrhyw unigolyn sydd wedi'i heffeithio'n emosiynol yn dilyn y digwyddiad. Dylai unrhyw aelod o staff sydd wedi'i heffeithio hefyd gael cynnig cefnogaeth llesiant ac emosiynol. UDA i hwyluso sgysiau a threfnu cefnogaeth os oes aelod o staff yn mynegi gofid.

Cloi Mewn Argyfwng yn ystod Amser di gyswllt (e.e. cinio ac egwyl)

Gweithredu ar unwaith:

- Pob disgybl i ddychwelyd i'r ystafell agosaf. Bydd y disgyblion yn casglu yn y Gampfa, Ffreutur a'r Neuadd, o dan arweiniad y staff sydd ar ddyletswydd ar y pryd, yn yr ardaloedd hynny. Os oes Athrawon yn eu ystafell dosbarth, yna dylai'r athro annog disgyblion i mewn atynt.
- Drysau allanol wedi'u cloi. (Aelodau o'r UDA a Tim Gweinyddol yn gyfrifol am y cloeon magnetig)
- Bydd yr aelod o'r UDA sydd yn gyfrifol am gloi y drysau magnetig yn penderfynu cloi y drysau pan y credir fod y disgyblion i gyd i mewn ac yn ddiogel yn yr adeilad. Asesiad risg dynamig yw hwn a bydd yr aelod yma yn gwneud y penderfyniad gorau ar sail y dystiolaeth sydd ar gael ar y pryd.
- Drysau ystafell ddosbarth wedi'u cloi. Ffenestri wedi'u cau/cloi, llenni wedi'u tynnu, disgyblion yn eistedd yn dawel allan o olwg ffenestri/drysau allanol (e.e. o dan ddesg neu o amgylch cornel). Goleuadau, byrddau clyfar a sgriniau cyfrifiaduron wedi'u diffodd;
- **NID YW HI'N BOSIB GWNEUD Y GOFRESTR**
- Drws ystafell athrawon wedi ei gloi.
- Dylai staff a disgyblion aros yn y fan a'r lle nes eu bod yn cael gwybod fel arall gan unai aelod o'r UDA neu'r gwasanaethau brys. Os yw'r larwm tân yn canu ar unrhyw adeg yn ystod y cyfnod o Gloi mewn Argyfwng dylid gadael yr adeilad ar unwaith.
- Yn ystod y cyfnod Cloi mewn Argyfwng bydd y staff yn cadw llinellau cyfathrebu cytunedig ar agor ond ni fyddant yn gwneud galwadau diangen i'r swyddfa ganolog rhag peri oedi o ran cyfathrebu pwysicach.
- Dylid hefyd reoli'r defnydd o ffonau symudol gan staff a disgyblion rhag i unigolion e.e. rheini/gwarcheidwaid bryderu ac i negeseuon anelwig eu cyrraedd.

- **NI DDYLAI UNRHYW UNIGOLYN SYMUD O GWMPAS YR YSGOL**
- Staff i gefnogi plant i gadw'n dawel a llonydd.

CLOI MEWN ARGYFWNG YN DIRWYN I BEN

- Bydd neges hefyd yn cael ei roi ar TEAMS Staff a galwadau ffôn gan yr UDA a'r brif swyddfa'n cadarnhau ei fod ar ben.
- Cyn gynted ag y bo modd ar ôl i'r cyfnod Cloi mewn Argyfwng ddod i ben dylai athrawon a disgyblion fynd i'w gwers ddynodedig ar gyfer yr amser hynny (os ydi'r cyfnod clo yn dirwyn i ben yn ystod amser egwyl neu ginio dylai pob unigolyn fynd i gwers 3 neu 5) er mwyn gallu galw'r gofrestr a rhoi gwybod i'r Swyddfa ar unwaith am unrhyw ddisgyblion na chawsant eu cyfrif.
- Gall yr UDA benderfynu Cloi yn rhannol yn dilyn cloi mewn argyfwng, er mwyn sicrhau fod digon o amser i wirio fod disgyblion a staff yn ddiogel ac wedi ymdawelu. Mesur yw hyn i osgoi gormod o symud ar y safle yn dilyn Cloi llawn ac i ni agor yn llawn eto mewn modd pwylllog a rhagofalus. Bydd y wybodaeth yma'n cael ei rhannu yn Teams.
- Yn dilyn unrhyw ddigwyddiad o Gloi bydd yr UDA yn cyfarfod yn fuan wedi'r digwyddiad er mwyn adolygu'r prosesau ac addasu unrhyw weithdrefnau fel yr angen.

5. Gwasanaethau Brys

Mae'n bwysig parhau i gyfathrebu â'r Gwasanaethau Brys gan mai hwy sydd yn y sefyllfa orau i gynnig cyngor wrth i sefyllfa ddatblygu. Yn ddibynol ar ddifrifoldeb y sefyllfa gall y gwasanaethau brys fod yn amgylchynu'r Ysgol ac yn atal unrhyw un ddod at y safle. Byddant yn cefnogi penderfyniad y Pennaeth ynglŷn ag amseriad cyfathrebu â rhieni.

Os bydd y sefyllfa'n parhau'n hir neu'n fwy difrifol, gall yr awdurdod lleol ddarparu cymorth dyngarol drwy sefydlu Canolfan dderbyn ar gyfer teulu a ffrindiau y tu allan i'r ardal sydd wedi'i hamgylchynu.

6. Cyfathrebu â Rhieni

Dylid rhannu gwybodaeth â rhieni ynghylch y weithdrefn Cloi mewn Argyfwng ac yn benodol ynghylch y trefniadau ar gyfer cyfathrebu â'r rhieni mewn sefyllfa o'r fath, yn rheolaidd naill ai drwy gylchlythyr arferol neu drwy wefan yr ysgol.

Os digwydd sefyllfa Cloi mewn Argyfwng, dylid rhoi gwybod i'r rhieni am unrhyw ddigwyddiad neu ddatblygiad cyn gynted ag sy'n ymarferol gwneud hynny. Mae'n amlwg y bydd rhieni'n poeni ond bydd cyfleu gwybodaeth gywir yn rheolaidd yn helpu i leddfu gormod o bryder.

Dylid rhoi digon o wybodaeth i rieni am yr hyn fydd yn digwydd er mwyn iddynt:

- Fod yn dawel eu meddwl bod yr ysgol yn deall eu pryder am les eu plentyn, ac yn gwneud popeth posibl i sicrhau ei dddiogelwch;
- Beidio cysylltu â'r ysgol. Gallai galw'r ysgol glymu llinellau ffôn sydd eu hangen i gysylltu ar y Gwasanaethau Brys;
- Beidio dod i'r ysgol. Gallent ymyrryd â mynediad y Gwasanaethau Brys i'r ysgol a rhoi eu hunain ac eraill mewn perygl;
- Aros i'r ysgol gysylltu â nhw ynghylch pryd mae'n ddiogel iddyn nhw ddod i nôl eu plant, ac o le y dylent eu nôl

Mae'r ysgol yn deall bod rhieni'n poeni am les eu plant ac fe fydd popeth posib yn cael ei wneud i sicrhau diogelwch y disgyblion. Fodd bynnag, bydd angen i'r rhieni ddeall os yw'r ysgol mewn sefyllfa Cloi mewn Argyfwng Llawn ni fydd unrhyw un o bosib yn ymateb i alwadau ffôn, bydd y drysau allanol ar glo ac na fydd neb yn cael mynd i mewn nac allan o'r adeilad.

7. Ymarferion Cloi Mewn Argyfwng

Bydd ymarferion Cloi mewn Argyfwng yn digwydd o leiaf unwaith y flwyddyn er mwyn sicrhau bod pawb yn gwybod yn union beth i'w wneud mewn sefyllfa o'r fath. Bydd yr ymarferion yn cael eu monitro a rhoddir adborth i staff fel bod modd gwella'r weithdrefn lle bo'r angen

8. Adolygu'r Polisi a'r weithdrefn

Bydd y polisi a'r gweithdrefnau hyn yn cael eu hadolygu'n flynyddol fel rhan o'r cynllun tân a gadael brys a'r polisi lechyd a Diogelwch yn ogystal â wedi unrhyw ddigwyddiad o Gloi.

1. Background

At very rare occasions, the school may need to be closed so that no one is able to access from outside. This will ensure that pupils, staff and visitors are safe in situations where there is a risk of danger on the school grounds or in the vicinity of the school.

Emergency Lockdown procedures should be considered a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of school staff and students. The aim of the procedures is to minimise disruption to the learning environment, whilst ensuring the safety of all pupils and staff. Emergency Lockdown procedures may need to be implemented for a number of situations, but some of the most examples could be:

- a civil incident/disturbance in the local community (with the potential to pose a risk to staff and pupils at the school);
- an intruder on the school premises (with the potential to pose a risk to staff and pupils);
- a warning received regarding the risk of air pollution locally (smoke plume, gas cloud, etc.);
- A large fire in the vicinity of the school;
- Dangerous dog roaming free near the school.

2. Communicating the need for an Emergency Lockdown

The school bell will sound 10 times for very short intervals to inform staff that the emergency lockdown procedure must be implemented immediately. This indicates to all staff that the school is IN EMERGENCY LOCKDOWN

The school bell is rung 5 times for very short intervals to inform staff that the partial lockdown procedure must be implemented immediately. This indicates to all staff that the school is PARTIALLY LOCKED

A short message about the nature of Emergency Lockdown will be posted on Teams on the "Emergency Lockdown" channel. This is in an attempt to reduce unnecessary communication. A member from the SLT will be responsible for informing the Welsh language unit.

A text message will be sent to parents to inform them that the School is in Lockdown. This will note whether the lockdown is a drill or a real lockdown

See Appendix 1 for examples of messages

3. Managing an Emergency Lockdown situation

The situation is managed by the SLT and all staff should continue to remain in an 'Emergency Lockdown' situation until a member of the SLT or a member of the emergency services formally tells them otherwise.

3.1 Individual staff roles:

- The staff at main reception should immediately call the police following guidance from the SLT
- The main entrance door should be locked (locked) if it is safe to do so.
- The headmaster/SLT should lock the magnetic doors using the "Net2 access control" system.
- Individual Staff in classrooms should lock/close classroom door(s) and windows and turn off the lights.
- The catering staff to lock all doors to the kitchen and turn off the lights moving to locations away from the windows/door.
- Comprehensive but concise (if practicable) information of the event will be shared on TEAMS STAFF by the SLT – (e.g. intruder on site, dysregulated pupil – details NOT to be shared further with pupils).

4. Emergency Lockdown Plan

a. PARTIAL

Notice given to staff: 'PARTIAL EMERGENCY LOCKDOWN'

This may be the result of a civil incident/intervention in the local community which has the potential to pose a risk to staff and pupils at the school. It can also be as a result of receiving a warning about the danger of air pollution etc.

Immediate action:

- All outdoor activities end immediately, pupils and staff return to the building;
- All staff and pupils to remain in the building;
- The headteacher/SLT locks the exterior doors only using the "Net2 access control" system.
- **Depending on the circumstances**, easy movement may be permitted within the building and into the other buildings. Guidance and confirmation of that is to come from the SLT via Teams.

Every situation is different. When all staff and pupils are safe inside, the School SLT will carry out an ongoing and dynamic risk assessment based on advice e.g. from the emergency services. This can be communicated to staff and pupils through the use of TEAMS.

A 'Partial Lockdown' is a precautionary measure but puts the school **in a position of readiness** (while retaining some normality) should the situation worsen.

If there is an air pollution problem, air vents can be closed (where possible) as an additional precaution. The emergency services will advise on the best course of action in relation to the existing threat.

- **Staff should not release pupils from one lesson to the next until you have received confirmation that it is safe to do so from a member of the SLT.** The partial lockdown depends on the nature of the crisis in the first place.
- A partial lockdown can occur as a result of an emergency lockdown being downgraded in a controlled manner with a view to lifting the lockdown.

4.2 FULL LOCKDOWN

Notice given to staff: 'FULL LOCKDOWN'

This means that there is an immediate threat to the school and it can be an upgrade from a Partial Lockdown.

Lockdown During Lesson Time

- All outdoor activities end immediately, pupils and staff return to the building. (e.g. PE to return to the Gym)
- Exterior doors locked. (Members of the SLT and Administrative Team to lock the magnetic doors on the Net 2 system.
- The SLT member responsible for locking the magnetic doors will lock the doors as soon as possible. This is a dynamic risk assessment and this member will make the best decision based on the evidence available at the time.
- Classroom doors locked (using the internal lock); any windows should be closed/locked, curtains drawn, pupils sitting quietly out of view of external windows/doors (e.g. under a desk or around a corner). Lights, smart boards and computer screens turned off;

- Register completed – the Office may contact each class in turn for an attendance report if it is safe for the office to do so;
- Pupils or staff who are not in the classroom for some reason when the emergency bell rings (e.g. because they are in the toilet) will go to the nearest classroom and stay there.
- Pupils in the 6th form Workroom/Common –Should proceed the nearest classroom under the supervision of the nearest staff e.g. Room A6/A7.
- Staff and pupils should remain at the scene until otherwise notified by either the SLT. or the emergency services. **If the fire alarm goes off at any time during the period of Emergency Lockdown, the building should be evacuated immediately.**
- If practicable, staff should inform the office by telephone if there are pupils who have not arrived in class but we should make every effort to keep the telephone lines clear by keeping conversations short.
- During the Emergency Lockdown period staff will keep agreed lines of communication open and will not make unnecessary calls to the office lest there be delays in more important communications.
- The use of mobile phones by staff and pupils should also be controlled in order to avoid mixed or incorrect messages being sent out to families and outsiders
- **THERE SHOULD BE NO INDIVIDUALS MOVING AROUND THE SCHOOL**
- Staff to support children to keep calm and still.
- As soon as possible after the end of the Emergency Lockdown period, teachers and pupils should return to their normal classrooms for the specific lesson taking place at that time, so that they can call the register and immediately notify the Office of any pupil who is not being counted.
- There should be a restorative conversation with the pupils. Identify any individual who has been emotionally affected following the incident. Any affected staff member should also be offered wellbeing and emotional support. SLT to facilitate conversations and arrange support if a staff member expresses distress.

Emergency Lockdown During Non-Contact Time (e.g. Lunch and Break)

Immediate action:

- All pupils to return to the nearest room. Pupils will gather in the Gym, Canteen and Hall, led by the staff on duty at the time, in those areas. If there are Teachers in their classroom, then the teacher should encourage pupils to come in.
- Exterior doors locked. (Members of the SLT. and Administrative Team are responsible for the magnetic locks)
- The SLT member responsible for locking the magnetic doors will decide to lock the doors when it is believed that all pupils are inside and safe in the building. This is a dynamic risk assessment and this member will make the best decision based on the evidence available at the time.
- Classroom doors locked. Windows closed/locked, curtains drawn, pupils sitting quietly out of view of external windows/doors (e.g. under a desk or around a corner). Lights, smart boards and computer screens turned off;
- **IT IS NOT POSSIBLE TO TAKE THE REGISTER**
- Staffroom door locked.
- Staff and pupils should remain in place until otherwise notified by either the SLT. or the emergency services. If the fire alarm goes off at any time during the period of Emergency Lockdown, the building should be evacuated immediately.
- During the Emergency Lockdown period staff will keep agreed lines of communication open but will not make unnecessary calls to the central office lest they cause delays in more important communications.
- The use of mobile phones by staff and pupils should also be controlled in order to avoid mixed or incorrect messages being sent out to families and outsiders
- **NO INDIVIDUAL SHOULD MOVE AROUND THE SCHOOL**

- Staff to support children to keep calm and still.

WHEN THE LOCKDOWN COMES TO AN END

- A message will also be put on TEAMS Staff and phone calls from the SLT. and the head office confirming it's over.
- As soon as possible after the end of the Emergency Lockdown, teachers and pupils should attend their designated lesson for that time (if the lockdown ends during break or lunch time, all individuals should attend lesson 3 or 5) so that they can call the register and immediately notify the Office of any pupils who have not been counted.
- The SLT may decide to Partially Lockdown following an emergency lockdown, to ensure there is enough time to check that pupils and staff are safe and calm. This is a measure to avoid too much movement on site following a full lockdown so that the lockdown can be lifted in a calm manner. This information will be shared in Teams.
- Following any Lockdown event, the SLT. will meet shortly after the event in order to review the processes and adjust any procedures as necessary.

5. Emergency Services

It is important to continue to communicate with the Emergency Services as they are best placed to offer advice as a situation develops. Depending on the severity of the situation the emergency services may be on site at the School and preventing anyone from coming to the site. They will support the Headteacher's decision regarding the timing of communication with parents.

If the situation persists for a long time or becomes more serious, the local authority can provide assistance by setting up a reception centre for family and friends outside the surrounding area.

6. Communicating with Parents

Information should be shared with parents about the Emergency Lockdown procedure and in particular about the arrangements for communicating with the parents in such a situation, on a regular basis either through a regular newsletter or through the school website.

If an Emergency Lockdown situation occurs, parents should be notified of any incident or development as soon as practicable to do so. Obviously parents will be worried but regularly communicating accurate information will help alleviate too much anxiety.

Parents should be given sufficient information about what will happen so that they:

- Be calm in mind that the school understands their concern for their child's well-being, and is doing everything possible to ensure his/her safety;
- Not contacting the school. Calling the school could tie up phone lines needed to connect to the Emergency Services;
- Not coming to school. They could interfere with Emergency Services' access to the school and put themselves and others at risk;
- Waiting for the school to contact them about when it is safe for them to pick up their children, and from where they should pick them up

The school understands that parents are concerned about the welfare of their children and everything possible will be done to ensure the safety of the pupils. However, parents will need to understand that if the school is in a Full Emergency Lockdown situation no one will be able to respond to phone calls, the external doors will be locked and no one will be allowed to enter or leave the building.

7. Emergency lockdown exercises

Emergency Lockdown exercises will take place at least once a year to ensure everyone knows exactly what to do in such a situation. The exercises will be monitored and feedback will be given to staff so that the procedure can be improved where necessary

8. Review of Policy and procedure

These policy and procedures will be reviewed annually as part of the emergency fire and evacuation plan and Health and Safety policy as well as after any Lockdown event.

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YMARFER

Ar ddechrau'r ymarfer:

YMARFER CLOI LAWYR YSGOL TRYFAN Er gwybodaeth, mae'r Ysgol yn cynnal YMARFER cloi ar hyn o bryd. Byddwn yn eich hysbysu pan fydd yr ymarfer ar ben. Peidiwch a chysylltu â'r Ysgol na dod i gasglu eich plentyn. Byddwn yn eich diweddarau cyn gynted ag y bo modd. Diolch

PRACTICE DRILL YSGOL TRYFAN LOCKDOWN FYI the School is currently undertaking a Lockdown DRILL procedure. We will inform you when this practice drill is over. Please do not contact the school or come to collect your child. We will keep you updated as soon as possible. Thank you.

Ar ddiwedd yr ymarfer:

YMARFER CLOI LAWYR YSGOL TRYFAN *PRACTISE LOCKDOWN DRILL* Er gwyb, mae'r YMARFER cloi wedi dirwyn i ben. *FYI the Lockdown DRILL is now over. Diolch / Thank you*

CLOI YN RHANNOL

Ar ddechrau'r Cloi yn Rhannol:

CLOI YN RHANNOL YSGOL TRYFAN Er gwybodaeth, mae'r Ysgol yn cloi yn rhannol ar hyn o bryd. Byddwn yn eich hysbysu pan fydd hyn ar ben. Peidiwch a chysylltu â'r Ysgol na dod i gasglu eich plentyn. Byddwn yn eich diweddarau cyn gynted ag y bo modd. Diolch

PARTIAL LOCKDOWN YSGOL TRYFAN FYI the School is currently undertaking a Partial Lockdown. We will inform you when this is over. Please do not contact the school or come to collect your child. We will keep you updated as soon as possible. Thank you.

Ar ddiwedd yr Cloi yn Rhannol:

CLOI YN RHANNOL YSGOL TRYFAN *PARTIAL LOCKDOWN* Er gwyb, mae'r cloi wedi dirwyn i ben. *FYI the Lockdown is now over. Diolch / Thank you*

CLOI YN LLAWN

Ar ddechrau'r Cloi yn Llawn:

CLOI YN LLAWN YSGOL TRYFAN Er gwybodaeth, mae'r Ysgol yn cloi yn Llawn ar hyn o bryd. Byddwn yn eich hysbysu pan fydd hyn ar ben. Peidiwch a chysylltu â'r Ysgol na dod i gasglu eich plentyn. Byddwn yn eich diweddarau cyn gynted ag y bo modd. Diolch

FULL LOCKDOWN YSGOL TRYFAN FYI the School is currently undertaking a Full Lockdown. We will inform you when this is over. Please do not contact the school or come to collect your child. We will keep you updated as soon as possible. Thank you.

Ar ddiwedd yr Cloi yn Llawn:

CLOI YN LLAWN YSGOL TRYFAN *FULL LOCKDOWN* Er gwyb, mae'r cloi wedi dirwyn i ben. *FYI the Lockdown is now over. Diolch / Thank you*



SIART LLIF CLOI MEWN ARGYFWNG

