

Polisi Cloi mewn Argyfwng Lockdown Policy

Ysgol Tryfan



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



**Dyddiad Cymeradwyo: Gorffennaf 2026
*Date of Approval:***

**Dyddiad Adolygu: Gorffennaf 2027
*Review Date:***

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 diweddarw 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 diweddarw 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 diweddarw 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

