

# Ton Yr Ywen Primary School

## Lock Down Policy and Procedures TYYLD



### **Rationale:**

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 due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### **Notification of Lockdown:**

Staff will be notified lockdown procedures are to immediately take place by ***the sounding of 3 short blasts of the school's electronic fire alarm.***

***(Note: Whilst the Nursery has a temporary stand-alone alarm system which is not connected to the main school building, the nursery team will need to be informed by a phone-call made by the Admin Officer in the school office or the Admin Assistant.)***

### **Procedures:**

1. The Lock Down signal will activate a process where children, visitors and staff that are outside in the grounds of the school, will as quickly as possible be ushered into the school buildings. Once inside, whilst it remains safe to do so, staff will lock the school office, connecting doors and lock / close all outside doors / windows.
2. Those that are already indoors must respond to the Lockdown Signal by ensuring all children and staff remain in the room they are in. Staff will ensure the windows and doors are secured and where possible that children and staff are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors should be turned off, unless instructed by a member of the Senior Leadership Team that they can remain on.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the alarm is raised.
4. A register should be taken and, if practicable, staff should notify the administration staff that they have entered lockdown and the names of those children not accounted for.

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### **NO ONE SHOULD MOVE ABOUT THE SCHOOL OR ATTEMPT TO MOVE BETWEEN SCHOOL BUILDINGS**

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or a member of the Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

### **Staff Roles:**

1. Office staff member to lock the school's front doors and entrances.
2. Administration staff ensure that their office is locked and appropriate emergency services and a LEA officer are contacted. E.g. Estates or Health and Safety Officer: 02920 872635 / 07773 257783
3. Estates Manager to close main school gates if safe to do so / and on site.
4. Individual teachers and support staff will close classroom door(s) and windows.

### **Communication with parents:**

- If necessary and when possible parents will be notified as soon as it is practical to do so via the school's established communication network – text message service.
- 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.

### **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 be debriefed to staff in order that improvements can be made.

### **Review:**

This policy will be reviewed annually.

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**Approved by the Governing Body 13th May 2024.**