



Ysgol Bryn Alyn Lockdown Policy

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Policy Type:	Statutory Policy / Statutory Documents / LA Recommended Policy / Document School Policy
Policy Origin i.e:	** <i>Chair/Headteacher indicate where the policy originates from by circling or highlighting before sending to Clerk</i> LA Model Policy / LA Policy / Welsh Assembly Government Model Policy / Other (If 'Other' please detail source below): Recommended policy written by School
Is this a new or revised policy:	New / Revised
Equality Impact Assessment Completed:	Date: EIA Number:
Name of SLT responsible for review and implementation of policy:	A Slinn / A Kipping / R Ransome / E Williams/ J Ebrey
Chair of Governing Body / Chair of Committee:	Signature: Date:
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Contents

Statement of Intent

1. Introduction
2. Training

Incident Control Officers and Response Team

Communication Methods

Additional Arrangements

Full Lockdown Process

Partial Lockdown Process

Actions Following Lockdown All-Clear

3. Communication between parents and the school
4. Communication with emergency services
5. Monitoring and review

Statement of Intent

The safety of pupils, staff members and visitors on the premises is paramount and Ysgol Bryn Alyn takes our duty to protect the wellbeing and welfare of our community very seriously.

The main priority is to prevent an emergency from occurring in our setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

1. Introduction

- 1.1. 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. A lockdown is necessary when pupils and staff need to be locked within buildings for their own safety.
- 1.2. Lockdown procedures may be activated in response to any number of situations, but some more typical situations 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.)
 - A major fire in the vicinity of the school.
 - The close proximity of a dangerous dog roaming loose.
- 1.3. It is important to remember that it is the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, an evacuation may put people at risk of further danger, e.g/ from an intruder or device at one of the exits.
- 1.4. Items that could be used as weapons, e.g. kitchen implements, tools and cleaning products must be securely locked away when not in use.
- 1.5. The police will be best placed to give further advice on lockdown procedures where there is a threat to the school.
- 1.6. It is essential that the lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill with staff only should be undertaken at least once a year. Dependant of age and any special requirements, pupils should also be aware of the procedures.

2. Training

- 2.1. All staff should read and understand this policy and their roles within it.
- 2.2. A full lockdown drill- Staff and pupils should be undertaken at least once every three years.
- 2.3. If this is not possible a mock lockdown drill should be undertaken. This will include all Manager roles detailed within the policy with support staff used to play the roles of Emergency services, press and parents etc. This drill should then not interfere with the normal running of the site during the time of the drill.

Incident Control Officers and Response Team			
Role	Nominated Person	Contact Number	Responsibilities (non-exhaustive list)
Incident Control Manager	Mrs Adele Slinn or Deputies if not site		<ul style="list-style-type: none"> • Stay at the arranged contact point/ room • Instigate lockdown procedure • Liaise with emergency services • Delegate responsibilities to staff • Ensure all team members are briefed and understand their responsibilities • Maintain radio and telephone contact • Give the all clear signal
Deputy Incident Control Manager	Mrs Jo Ebrey Miss Alison Kipping		<ul style="list-style-type: none"> • Support Incident Control Manager as required • Stay at the arranged contact point/ room • Maintain radio and telephone contact • Liaise with all staff • Liaise with Incident Control Manager
Communications Manager	Miss Emma Williams Miss Claire Corfield		<ul style="list-style-type: none"> • Deal with telephone calls from press, parents etc. • Maintain radio and telephone contact • Liaise with Incident Control Manager
Mobile Safety Manager	Mr Rob Ransome Mrs Katy Cottrell		<ul style="list-style-type: none"> • Liaise with Incident Control Manager • Maintain radio and mobile phone contact • Conduct external check to ensure pupils and staff are inside classrooms or safe areas • Shut gates to block unauthorised access to site • Open gates to allow entry for emergency services when required • Turn off ventilation/ air conditioning if required

Communication Methods	
Signalling a lockdown	<ul style="list-style-type: none"> • Two-way radio alert • Verbal • Phone • Email USE MOST APPROPRIATE TO SITUATION
Signalling all-clear	<ul style="list-style-type: none"> • Verbally from designated person via two-way radio alert • Verbal • Phone • Email USE MOST APPROPRIATE TO SITUATION
Signalling site evacuation	<ul style="list-style-type: none"> • Verbally from designated person via two-way radio alert • Verbal • Phone • Email USE MOST APPROPRIATE TO SITUATION
The fire alarm system must not be used to signal invacuation or evacuation during a site lockdown.	

Additional Arrangements		
Safe areas (All classes to remain in own classrooms where possible)	Evacuate to Gwyn Evans	
Outdoor safe area	<ul style="list-style-type: none"> • Top Yard • Daisy Field • Front car park USE MOST APPROPRIATE TO SITUATION	
Evacuation point	Top yard	
Pre-arranged alternative place of safety if required to leave the site	Venue Name	Gwyn Evans
	Venue Type	Sport Facility
	Point of Contact	Sports Centre Manager
	Contact Number	01978 269540
Useful information about the alternative place of safety	Distance	Less than 100 metres
	Capacity	
	Directions	Adjacent Building
	Opening Hours	8.30am – 9.00pm

FULL LOCKDOWN PROCESS	
INITIATION OF LOCKDOWN PROCEDURE	
1.	Using the agreed communication arrangements, the school is made aware of the need for a full lockdown.
2.	The Incident Control manager makes the decision to implement the full lockdown procedure.
3.	Using the agreed communication methods, a full lockdown signal is given to: <ul style="list-style-type: none"> • All staff • The site manager • All other persons on site <p style="text-align: center;">When giving the signal, declare that it is not a practice and whether this is a full/ partial lockdown.</p>
4.	The Incident Control Manager contacts the relevant emergency services to alert them of the incident. The Incident Control Manager keeps the emergency services updated as necessary.
LOCKDOWN PROCEDURE	
1.	All outdoor activity is ceased immediately and pupils, staff and visitors return inside the school building. If this is unsafe, pupils are to hide outside or disperse from the site- Teachers, under the direction of leadership will lead their pupils off the site if required to do so, to a pre-determined location.
2.	All entrance points (e.g. doors, windows) are locked, secured or barricaded to prevent the intruder entering the building.
3.	The Mobile Safety Manager will organise for: Gates to be locked to block unauthorised vehicle access Any lifts are disabled without returning to the ground floor. Ventilation systems are turned off to prevent the spread of contaminates, e.g. sarin.
4.	The Mobile Safety Manager checks outdoor areas and ensure all pupils, staff and visitors are inside the school building. Or evacuated to the offsite place of safety as appropriate.
5.	When everyone is inside: <ul style="list-style-type: none"> • All external doors and windows are locked • Blinds or curtains are closed • Lights are turned off • Doors and windows remain locked or barricaded until the 'all-clear' signal is given or unless otherwise instructed by the Headteacher or emergency services. • Sit on the floor, under tables or against a wall • Keep out of sight • Keep away from windows and doors • Classroom teachers are responsible for their class
6.	Members of staff in their safe areas will establish an exit point to use if the intruder gains entry or access- Where possible.
7.	Staff and pupils may re-enter if and when agreed with the Emergency services.
8.	All persons must remain inside until an all-clear is issued by the incident Control Manager or the emergency services order an evacuation. Children must not be released to their parents before the lockdown is cleared. Children must be reminded and supported to keep calm.
9.	If safe to do so, the Communications Manager will answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in

	place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place.
PARTIAL LOCKDOWN PROCESS	
INITIATION OF LOCKDOWN PROCEDURE	
1.	Using the agreed communication arrangements, the school is made aware of the need for a partial lockdown.
2.	The Incident Control Manager makes the decision to implement the partial lockdown procedure.
3.	Using the agreed communication methods, a partial lockdown signal is given to: <ul style="list-style-type: none"> • All staff • The Site Manager • All other persons on site When giving the signal, declare that it is not a practice and whether it is a full/ partial lockdown.
4.	The Incident Control Manager contacts the relevant emergency services to alert them of the incident. The Incident Control manager keeps the emergency services updated as necessary.
LOCKDOWN PROCEDURE	
1.	All outdoor activity is ceased immediately and pupils, staff and visitors return inside the school building, if it is deemed safe to do so.
2.	All external-facing access points (e.g. doors, windows) are locked or secured. The Incident Control Manager will determine whether free movement inside the building is acceptable after liaising with the emergency services and staff.
3.	Mobile Safety Manager to check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
4.	Once all staff and pupils are safely inside, the Incident Control Manager will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services and staff. This can be communicated to staff and pupils.
5.	If appropriate (air pollution), the Mobile Safety Manager will organise for ventilation systems to be turned off.
6.	All persons must remain inside until an all-clear is issued by the Incident Control Manager, or the emergency services order and evacuation. Children must not be released to their parents before the lockdown is cleared. Children must be reminded and supported to keep calm.
7.	If safe to do so, the Communications Manager will answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in place.
ACTIONS FOLLOWING LOCKDOWN ALL-CLEAR	
1.	Parents are informed of the incident via Edulink. A press liaison officer may be required as necessary.
2.	The Senior Leadership team (SLT) reviews the full lockdown procedure for its effectiveness and make changes as necessary.

3. Communication between parents and the school

3.1. School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by Edulink or via the school website.

3.2. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents/ carers 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 their child's 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 into school. They could interfere with emergency provider's access to the school and may put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.

3.3. Parents and carers will be told:

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

4. Communication with Emergency Services

4.1. It is important to keep the lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

4.2. Emergency services will support the decision of the principal with regarding the timing of communication to parents.

4.3. In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance which can include establishing a Reception Centre for friends and family outside of the cordoned area. The emergency services are best placed to make these arrangements and so any requests should be made through them.

5. Monitoring and Review

5.1. This policy will be reviewed three-yearly by the Senior Leadership Team, and after any changes to relevant legislation or statutory guidance.

5.2. Any changes made to this policy will be communicated to all members of staff.

5.3. Changes pertaining to pupils e.g. their responsibilities, will be communicated to parents and pupils.