



St. Mary's Catholic Primary School
Ysgol Gynradd Gatholig Y Santes Fair
Milford Road, Newtown, Powys,
SY16 2EH
Headteacher: S Ruggeri



Lockdown Policy

Version 2

Reviewed and approved by the Governing Body:	22 nd October 2024
Next Review Date:	Autumn Term 2025
Signed by Governor representative	<i>M.A. B...</i>

St. Mary's Catholic Primary School
LOCKDOWN POLICY & PROCEDURE



Legislative Compliance

This Policy has been written as guidance for staff, parents or carers and young people with reference to the following guidance and documents:

- Health and Safety at Work Act - 1974
- Evacuation Safety in the Workplace
- Welsh Government WECTU Protecting Schools

Aims and Objectives of this Policy

As part of our Health and Safety policies and procedures and with advice from the Welsh Government, the school has identified the need and developed this Lockdown Policy.

This will be implemented on the very rare occasions it may be necessary to seal off the school so that it cannot 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.

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 learners in the school. Procedures will aim to ensure the safety of all learners and staff whilst striving to minimise the disruption to the learning environment.

The objective of this policy is to ensure that all staff, pupils, parents, and visitors know, understand, and follow the lockdown procedures should an emergency situation arise.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and learners 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 animal roaming loose.

Notification of Lockdown

The Headteacher or in her absence the Deputy Designated Safeguarding Lead will, using the information available, make the decision about whether to engage lockdown protocol, ensuring that they have also notified the local authority.

All staff will be notified that lockdown procedures are to take place immediately by use of the school's lockdown alert.

The school's lockdown alert is:

Perimeter Lockdown - 5 long rings on internal bell and / or 5 long blows on outdoor whistles.

Full Lockdown – 10 long rings on internal bell and / or 10 long blows on outdoor whistles.

There will then follow further detail, as far as practicable and safe to do so, around what the threat posed includes (for instance, toxic smoke to ensure windows and doors are further sealed or intruders on site to ensure doors are locked).

Perimeter Lockdown (Partial Lockdown)

A perimeter lockdown may be because of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and learners in the school. It may also be because of a warning being received regarding the risk of air pollution etc.

Immediate action:

- All outside activity within the school grounds to cease immediately, learners and staff return to the school building. Staff will be alerted via the lockdown alert ~~and email communication.~~
- All staff and learners remain in the building and external doors and windows to be locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different, once all staff and learners are safely inside, the **Headteacher or in her absence the Deputy Designated Safeguarding Lead** will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services and the local authority. This can then be communicated to staff and pupils.
- Perimeter or partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- In the event of an air pollution issue, air vents must be closed.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a perimeter or partial lockdown.

Procedures: Follow the **CLOSE** procedure:

CLOSE PROCEDURE:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time.

1. The lockdown alert will sound **[10 long rings of the school internal bell and/or 10 long blows of outdoor whistles]**. Upon activation of the alert there will begin a process of learners being ushered into the school buildings as quickly as possible and the securing of the school's classrooms, offices, connecting doors and all outside doors/ shutters where practicable and it is possible to remain safe.
2. At the given signal the learners remain in the room they are in, and the staff will ensure the windows and doors are closed/locked and screened where possible and learners are positioned away from possible sightlines from external windows/doors. Lights, Clevertouch screens, and computer monitors to be turned off (provided staff have access to email communications via their mobile phone/iPad/etc.) Mobile phones are to be put on silent mode.
3. Staff and learners who are off the school site will be informed of the lockdown by **The Headteacher or in her absence the Deputy Designated Safeguarding Lead** and should remain off-site and not return until they receive communication from the school stating that the lockdown is over.
4. Learners 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. learners using toilets when lockdown procedure is engaged.
5. Support staff to remain in or return to their normal operating base – **ensuring that the classes of the Headteacher and Deputy Designated Safeguarding Lead are supervised by themselves or another.**
6. Visitors are to remain with the member/s of staff they were with for the visit.

NO ONE SHOULD MOVE AROUND THE SCHOOL

7. Staff to support learners in keeping calm and quiet. No staff or learners (except **The Headteacher or the Deputy Designated Safeguarding Lead**) should make external communications during this time.
8. Staff to remain in lockdown positions until informed by **The Headteacher or the Deputy Designated Safeguarding Lead**, or verified emergency service staff that there is an all clear.
9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any learners not accounted for.

Move to Evacuation

At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building, however, a **The Headteacher or the Deputy Designated Safeguarding Lead** will ALSO have to substantiate this alarm (via email) as it could be a hoax to expose staff and pupils.

Staff should continue to be vigilant with regards to the original communications around why the school was entering a lockdown e.g. intruder on site.

Staff Roles:

1. **The Headteacher or in her absence the Deputy Designated Safeguarding Lead** will make the decision to move to lockdown (full/perimeter). Lockdown alert activated and instructions given from nearest safe location.
2. Upon hearing the alarm instruction **The Headteacher [or in her absence the Deputy Designated Safeguarding Lead] and Administrative Officer** to move, if safe, to the **Front Office** which will act as a base for the situation. If this is deemed unsafe, move to the **Headteacher's Office**.
3. Headteacher to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the policy (which will be kept centrally in the **Front Office on the Wall and the Headteachers Office on the Wall**. **In the Headteacher's absence, the Deputy Designated Safeguarding Lead** will assume this responsibility.
4. **The Headteacher or in her absence the Deputy Designated Safeguarding Lead** will immediately communicate appropriate information and take advice from external agencies (Police, Fire Department, Public Health Wales, etc.), the local authority and the Chair of Governors. Where applicable, other local services will also be notified of the lockdown and/or potential threat.

5. **The Headteacher will** assume responsibility for liaison with relevant Emergency Services. In their absence **the Deputy Designated Safeguarding Lead** will assume this responsibility.
6. **The Administrative Officer will** take responsibility for instigating parental contact. In their absence, **the Headteacher will** assume this responsibility.
7. **The Administrative Officer will** lock the school's front doors and entrances. In their absence, **the Headteacher will** assume this responsibility.
8. Members of staff to undertake their roles as allocated by the Headteacher dependent on availability and as directed by this document.
9. Individual teachers/support staff to lock/close classroom door(s) and windows and take responsibility for learners in their care.

Communication with Parents / Carers

If necessary, parents / carers will be notified as soon as it is practical to do so via the school's established communication network.

Parents will be told:

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

Depending on the type and severity of the incident, parents may be instructed NOT to collect their children from school as it may put them and their child at risk.

Learners will not be released to parents during a lockdown. Parents will be instructed 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 learners can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Post Incident Action

- Discuss and review actions taken via debrief at staff meeting, with CoG and local authority in attendance where possible.
- Receive feedback from staff body around incident.
- If appropriate, contact Human Resources and appropriate officers in the LA who will provide details of any available support e.g. Psychology Welfare and Support, Media and Communications etc.

- Update policy if applicable.
- Thank people for their co-operation.

Lockdown Drills

Lock down practices will take place termly to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Practices and any identified improvements will also be recorded.

Learners should also be aware of the need for a lockdown procedure and so will be briefed at least termly on the process.

Review

This policy and associated procedures will be reviewed bi-annually.

Appendix 1: Lockdown Plan

Management Control	
Nominated Person	Responsibility
Sarah Ruggeri / Debbie Luke	Manage lockdown and assign roles
Sarah Ruggeri / Debbie Luke	Contact with emergency services
Sarah Ruggeri / Debbie Luke	Contact the local authority and other agencies
Jo Whittington / Gemma Mann	Liaison with staff (onsite and off-site)
Jo Whittington / Gemma Mann	Liaison with parents / carers
Lottie Jarvie Lynne Austin Paulina Jurkiewicz-Davies Harry Austin Sonia Harris Laurie Bellis	Learner support and supervision
Signals	
Signal for full lockdown	10 long rings on internal bell and/or 10 long blows on outdoor whistles
Signal for perimeter lockdown	5 long rings on internal bell and/or 5 long blows on outdoor whistles
Signal for 'all clear'	3 short rings on internal bell
Lockdown Procedures	
Entrance points	Locked
Communication arrangements	Via email
Key Contacts	
Powys County Council Helpdesk (office hours)	01597 826000 <i>(if you know the name of the person or department)</i> 01597 827460

	<i>(general enquiries)</i>
Powys County Council Helpdesk (out of hours)	01597 827005 0345 0544 847
Powys County Council – Education Services	01597 826422
Notes	

St Mary's Catholic Primary School Emergency Lockdown Procedure



What is a lockdown?

A lockdown is implemented when there is serious security risk (e.g. violent or armed intruder) to building occupants. The initiating threat can be either internal or external to the building.

How will I know a lockdown is occurring?

You will be notified of a lockdown procedure through one or more of the following:

- Lockdown alarm sounded.
- Email.
- Text message to registered mobile phones.
- In person notification by Police or SLT

Lockdown Steps:

1. Secure external doors.
2. Communicate the threat to staff
3. Move immediately to the nearest room you feel is safe
4. Secure and barricade the door and consider covering windows
5. Turn off the lights or maintain minimal lighting
6. Move away from windows and doors.
7. Keep calm and quiet
8. Stay in the room until Police arrive or you are given the all clear message

Remember it may take some time before you can be safely evacuated.

What if someone is injured?

Follow these steps when safe to do so:

- Call 999 from a hard-wired line if possible.
- If using a mobile, please switch it to silent mode.

Who to call?

Call 999 or use the internal phone system to call reception.

What to report?

When contacting authorities, report the following:

1. Your specific location.
2. The number of people at your specific location.
3. If there are injuries, the number, and types of injuries.
4. If you have seen an assailant or identified a threat:
 - location and number of suspects
 - direction of travel
 - their clothing and description
 - their identity if known
 - any weapons or accessories e.g. backpack
 - any unusual or threatening sounds e.g. gunfire or explosion

What if the fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an intruder.
- Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services.
- If a fire is verified, follow Fire/Evacuation procedures as usual. This will be communicated via email.

NB: Do not expose yourself to additional danger in the process of helping others.