



**TAFF BARGOED
LEARNING PARTNERSHIP**
'Learning and Growing Together'

Lockdown Policy

Introduction

The safety and well-being of our pupils, staff, and visitors are our highest priorities. In the event of a threat to the safety of individuals on or near school grounds, it may be necessary to implement a lockdown to secure the premises and protect everyone inside. This Lockdown Procedure Policy outlines the protocols and responsibilities that must be followed to ensure a swift, organized, and effective response during such situations.

Lockdowns may be initiated in response to various emergencies, including but not limited to intruders, nearby criminal activity, or other threats to safety. The purpose of this policy is to provide clear guidance on how to respond to these incidents, minimise risk, and ensure that all individuals understand their roles and actions during a lockdown.

All school staff, pupils, and visitors are expected to be familiar with and adhere to these procedures. Regular drills and training will be conducted to reinforce readiness and ensure that our school community is prepared to respond calmly and effectively in an emergency.

1.0 Partial Lockdown

A **partial lockdown** is a precautionary measure implemented when there is a potential threat in the vicinity of the school, but not an immediate danger inside the building. During a partial lockdown, normal activities may continue within classrooms; however, access to and movement around the school is restricted. Exterior doors are secured, and no one is allowed to enter or leave the building until the situation is resolved. This procedure is typically used in response to incidents such as police activity nearby, a disturbance in the community, or environmental hazards. The goal of a partial lockdown is to maintain a safe and calm learning environment while ensuring the school remains secure. The following procedures will take place:-

- Alert to be given to staff: 'Partial lockdown' – a runner to inform office, office to use lockdown whistles (located in the school office and HT office) to communicate to staff and pupils
- Audible Alarm On Playground – **Repeated blasts on whistle**

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (Repeated blasts on emergency whistles will be used to communicate the alert to duty staff at break times).
- All pupils to go to their own classes.
- Office to take registers around to classes and will collect them.
- All staff and pupils remain in building and all external doors, windows and gates remain locked (gates around the school are locked during the day and controlled access from the office)
- Free movement may be permitted **within** the building dependent upon circumstances.
- Staff should await further instructions.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct a risk assessment and identify the next actions to take based on advice from the Emergency Services. The Head Teacher would contact the Local Authority support Team
- Pupils must not be released to parents during a lockdown.
- School office will contact parents to inform them, if appropriate, not to enter the school grounds.
- Staff will be informed of the termination of the lockdown by direct communication with a senior leader (utilising the in school phone system).

Staff should encourage the pupils to keep calm and quiet at all times and not cause pupils to become worried.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Note: - If a situation occurs after 3:20pm or before 8.45am, the above procedures should be followed and the most senior member of school staff, on site, will take the lead. Any member of staff if required can contact the emergency services.

2.0 Full Lockdown

A full lockdown is initiated when there is an immediate and serious threat to the safety of pupils and staff within the school or on school grounds. This procedure is designed to protect everyone by restricting all movement inside the building and preventing entry or exit.

During a full lockdown, all classroom and office doors are locked, lights are turned off, and individuals are instructed to remain quiet and out of sight until the all-clear is given by senior staff. Full lockdowns may be triggered by incidents such as an intruder on campus, a violent act, or any situation where there is a direct and present danger. The priority during a full lockdown is to ensure the safety of everyone through swift, calm, and coordinated action.

- Alert to staff: 'lockdown' – runner to inform office, office to use whistles to communicate to staff and pupils
- Audible Alarm On Playground – **Sustained blasts on whistle** - This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action

- Emergency Services to be called by the office.
- All pupils/staff stay in their classroom or move to the nearest classroom or safe place.
- Exterior door are all locked and all windows closed.
- Staff/ visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place and lock/block the door.
- Classroom doors closed.
- Blinds drawn and any internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (away from windows).
- Lights, white boards, turned off and laptops moved out of visibility (but kept on for communication purposes).
- Mobile phones should not be in classrooms, so they cannot give away your position.
- Staff should await further instructions.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. If at any point during the lockdown the fire alarm (See below) sounds – do not exit the classroom. As the cause of the alarm will be unknown and need to be investigated, await instructions via senior staff/from emergency services. Do not leave the building until you are advised to.
- Pupils must not be released to parents during a lockdown.
- Staff will be informed of the termination of the lockdown by direct communication with a senior leader.
- School office will inform parents not to enter the school grounds.

3.0 Fire Alarm During a Lockdown

In the event that the school is in lockdown and the fire alarm sounds the lockdown remains the priority. The HT or SMT will ensure that they have a mobile phone to communicate and should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and a SMT member go to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

To minimise the risk of this happening, during a lockdown:

- Ensure that all cooking processes are stopped.
- Isolate any high risk activities- this could be Science, or ongoing maintenance works etc.
- Increase staff vigilance. Ensuring that all fire doors are closed – reducing any likelihood of the spread of fire. Also, ensuring that all available exit routes are un-obstructed.
- Good communications – Should the Fire Alarm activate then an initial investigation to be carried out. If this proves to be a false alarm and there is no risk from fire, then and only whilst the building is in Lockdown, you may not need the pupils to evacuate.
- If however there is a fire, then the risk of staying within the building would be too great and an evacuation would need to be carried out. Partial evacuation may be better than total evacuation, especially if a fire is located in an outbuilding etc. and therefore does not immediately pose a risk to the occupants. This must be completed with a robust risk assessment process.
- Should a fire be confirmed, the emergency services will be contacted immediately, with school passing on that the school is on “lockdown”.
- Advice from the fire service states that any incident of this nature will be “dynamic” and procedures cannot be written for all contingencies. An evacuation or the continuation of the lockdown would be decided based on the biggest risk, and what additional resources are available at the time.

4.0 Communication between parents and the school

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via the school app. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable.

Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be communicated through the app. Parents 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 his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider’s access to the school and may even 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.
- Are aware of what will happen if the lockdown continues beyond school hours.

We understand that parents will be concerned for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. During a lockdown, school will send the following message :- ***The school is currently in a full lockdown. This means that, for safety reasons, all external doors are locked, and no one is allowed to enter or leave the school grounds. Staff will not be available to answer phones or monitor entrances during this time. We will keep you informed and provide updates through the School app. Please be assured that the safety of your child is our top priority.***

Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

5.0 Emergency Services

During any incidents our schools will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

Within our schools we will hold regular partial and full lockdown drill practices. At all times, any staff with children in their care must:

- remain calm
- reassure them
- remind them to follow your instructions

6.0 Review

This policy will be reviewed and its effectiveness monitored annually through completion of the school's Monitoring cycle. Any significant information gained from these monitoring and review activities will be incorporated into the updated policy.