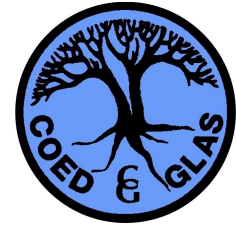


Coed Glas Primary School

Lock Down Policy and Procedures



Rationale:

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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all staff and pupils.

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 or damage.

'Dynamic' lockdown is the ability to quickly restrict access and egress to a site through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating anybody wishing to enter the site in order to cause a disturbance.

Notification of Lockdown:

Staff will be notified that lockdown procedures will be taking place immediately through a direct message to duty staff. If lockdown is necessary whilst the children are inside, **A member of SLT will use Zello to sound the alarm to SMT who will disseminate along their corridors quickly.**

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are secured where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors will be turned off.
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.
6. A register should be taken and, if practicable, staff should notify the administrative staff that they have entered lockdown and any names of children not accounted for. - **use of Whatsapp groups**

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lockdown locations 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. Administration staff ensure that their office(s) are locked and appropriate emergency service/LA bronze officers are called.

2. Head or office staff member locks the school's front doors and entrances as long as it is safe to do so.

3. Estates Manager to close main school gates if safe to do so and if he is on site.

4. Individual teachers 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 SchoolApp.
- 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 so improvements can be made.

Review:

This policy and procedures will be reviewed annually by the Buildings/Health and Safety Sub-committee



Sophie Notley, Headteacher

Kelvin Pritchard, Chair of Governors

Date: October 2025

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 a potential to pose a risk to staff and pupils at 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

Signal for lockdown:	Zello communication which will be cascaded via SMT on each corridor
Signal for all clear:	Verbally from staff member via walk around
Rooms most suitable for lockdown:	All classes to remain in own classrooms, office/admin staff to remain in their offices
Entrance points (e.g. doors, windows) which should be secured	All external doors, Fire Doors, internal doors, all windows
Communication arrangements	In person or via TheSchoolApp

Lockdown drill

Staff will be alerted to the activation of the lockdown drill in advance.

When lockdown is sounded staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom or nearest classroom if that is possible (staff outside will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils and staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the school email system and Whatsapp groups to SMT member on each corridor
- As appropriate, the school office/member of SLT will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place

- Parents/Carers will be notified as soon as possible via TheSchoolApp and Class Dojo (only when appropriate via guidance from Emergency Services)

Pupils will not be released to parents/carers during lockdown.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing risk assessment based on advice from Emergency Services. This will then be communicated to staff.

Lockdown Drill – All clear	Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.
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