Trallwn Primary School

Ysgol Gynradd Trallwn



**Lockdown Policy**

**2021/22**

Date of Review: September 2022

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Headteacher: R Barker Signature: \_\_\_\_\_\_\_\_\_

Governors J Winchester Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

G Wathan Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rationale**

The purpose of this plan is to minimise the impact of crises on children, parents/carers, governors and our community in the event of an emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies. Governors will review this planning policy annually with advice from the senior leadership group. This plan is developed in conjunction with the business continuity plan.

There may be extremely rare circumstances when the school needs to ‘lock down’ in a definable hostile or threatening situation. Lock down is defined by NaCTSO (National Counter Terrorism Security Office as:

**“*Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger…”***

**Staff will not independently decide that the lock down situation has ended. The ending of the lockdown will be decided by the Headteacher and staff will be contacted via the phone pyramid to update them.**

The policy and procedures will be reviewed every 2 years or after an incident is logged (See Appendix A). This review will include all representatives of SMT, nominated teaching staff and other stakeholders if required.

**Emergency/Disaster contingency planning and guidance**

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through our policies and procedures, combined with relevant, up-to-date and tested evacuation procedures assist the school in responding to particular situations. However the school must be able to respond to unexpected situations in a co-ordinated and effective way. A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat.

**After an incident**

The school must complete an incident log (Appendix A) following an incident leading to lockdown. This must include full SMT involvement. This must be completed within 24hours of the incident to ensure clarity of detail. Action points must be noted as a result of evaluation, and completed within the agreed timescale. A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service [healthandsafety@swansea.gov.uk](mailto:healthandsafety@swansea.gov.uk), the Director of Education Helen Morgan-Rees, and [Kate.phillips2@swansea.gov.uk](mailto:Kate.phillips2@swansea.gov.uk)

Threats to the safety of individuals on this site include;

* Violence and assault caused by any person
* Intentional destruction or vandalism or accidental damage to all or part of the school/site
* Siege/hostage incident
* Civil disturbances and terrorism
* Dangerous Animals
* A criminal act where weapons are used
* Lightning/Severe weather
* External circumstances as advised by police or other agency

A lockdown procedure may involve part or whole of the school. Trallwn Primary School will respond to these issues with the use of a Lock Down Procedure (LDP).

**Instant Response To All Emergencies**

It is essential that the response to any emergency is timely, consistent, professional and coordinated in a way that minimises the impact to all members of our community. The response to emergencies will be dependent on the nature of the critical incident. In the event of a lock down the responsible person will alert staff through telephoning the classrooms as per the instructions in each room.

1. A potential fire/bomb threat where immediate evacuation of the buildings is required in line with the school’s EAP procedures or
2. The need for a ‘lock down’ where immediate containment of all people within the building is required

The receipt of relevant information will be the prompt for the school instigating the lock down procedures’. On that basis, the following procedure will be adopted in the event of any self-declared or informed emergency:

1. The Headteacher (Assistant Headteacher in their absence) will declare a **CODE RED (PURPLE TEAPOT)**, and where appropriate, dial 999 and request the appropriate emergency services that will be required. In the event that the Headteacher or Assistant Headteacher is absent, this will be the senior staff member at the school.

2. The Headteacher will summon all/relevant members of SMT immediately to the head’s office as an initial response to the emergency.

3. SMT will take specific responsibility for key aspects of the emergency response as:

* Headteacher – overall co-ordination of the response in dealings with pupils and staff; and providing timely information, the chair of governors, CEO and School Governor Unit, of the emergency
* Deputy Headteacher – To carry out instructions of the Headteacher and delegate immediate response from all members of staff
* All Teachers to timely respond to instructions ensuring all pupils are accounted for and remain safe
* Admin Manager – timely communication to emergency services, ensuring all phone lines are made available

4. Depending on the circumstances, critical incident will be co-ordinated from a designated area that is deemed safe. Where possible this will be in the Headteacher’s office. In the event of an evacuation of the school, the incident will be co-ordinated from the Headteacher’s office or a place designated by emergency services.

5. All media responses and other public communications must be co-ordinated through the LA through Rhodri Jones.

6. All staff will familiarise themselves with these procedures, a copy of which will be held in every classroom (in the purple class file), Headteacher’s office and admin office.

**Emergency Management File (KEPT IN PURPLE BAG IN HEAD’S OFFICE WITH KEYS)**

To include:

* Business Continuity Plan - Including revised communication structure.
* Incident logs (Appendix A)
* Internal phone extension lines
* Site plans of the school
* Building plans of the school
* Emergency isolation points for main services ie. Gas, Oil, Electricity, Water
* Communication details of local media contacts (see education contact list)
* Website information (administration passwords for Twitter/website)
* Staff, pupil and chair of governors emergency contact list

**In case of emergency where access to the above is restricted, a copy of this file will be held electronically on the HWB under health and safety/emergency planning**

**LOCK DOWN PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Security Level** | | **Communication** |
| Code Green | * Lock down is concluded * School is safe | | * Phone call from Headteacher/SMT |
| Code Amber | * Prepare for building or area lockdown | | * Phone call from Headteacher/SMT |
| Code Red  **(PURPLE TEAPOT)**, | * Implement lock down procedures with immediate effect | | * Agreed communication system – * School specific * Phone call from Headteacher/SMT |
| Headteacher | | * Initiate **CODE RED (PURPLE TEAPOT)**, for lockdown of full or partial school * Ensure Admin Officer has contacted the relevant emergency services * Identify designated area as communication point * Deal with given situation if appropriate * Communication to senior LA Officers | |
| Deputy  Headteacher/SMT | | * To take lead on classroom security * SMT, if possible, to assemble at designated communication area * If safe to do so, double check all exit doors. | |
| Admin Officer | | * Initiate **CODE RED** **(PURPLE TEAPOT)**, for lockdown of full or partial school * Contact appropriate emergency services * Ensure phone lines are free * Relay any relevant information from classrooms to Headteacher | |
| Teachers/TAs | | * On notification of **CODE RED (PURPLE TEAPOT)**, ensure all pupils remain or are brought into the classroom or nearest safe space, as indicated on the floor plan * Ensure every child in class is accounted for. * Notify Admin Officer of any children unaccounted for on **EXT 216** * Notify any staff unaware of the **CODE RED (PURPLE TEAPOT)**, * Ensure all doors and windows are locked * If relevant close shutters * Ensure blinds are closed * Maintain a free phone line * Maintain a calm atmosphere * If any child with medical needs becomes unwell, notify Admin Officer on **EXT 216** and await instruction * Ensure personal mobile phones are turned to silent * Move children away from windows * Sit children quietly on the carpet * Await further instruction | |
| Canteen Staff | | * On notification of a **CODE RED (PURPLE TEAPOT)**, lock all available   doors and windows   * Isolate all kitchen equipment * Keep children calm * If any child with medical needs becomes unwell, notify Admin Officer on   **EXT 216** and await instruction   * Await further instruction | |
| Persons away from  Class eg play,  lunchtime | | * Children, staff or visitors not in class for any reason will proceed to the   nearest area of safety within the school building if safe to do so. Inform  the Admin Officer on **EXT 216**   * If staff are aware of a given situation that poses significant risk to pupils   when they are outside of the main school building they must blow one long blast on a  whistle to alert other staff members of a **CODE RED**  **(PURPLE TEAPOT)**,   * Walk children to the safety of the nearest school entrance via the safest route. * Notify the Admin Officer by dialling **EXT 216** or the Headteacher on **EXT 202** * Headteacher to initiate **CODE RED** **(PURPLE TEAPOT)**, procedures | |

**Internal Phone Communication Structure (including internal Ext numbers)**

**Appendix A - Incident Log**

|  |  |  |
| --- | --- | --- |
| **Log Sheet** | **Trallwn Primary School** | |
| **Date:** |  | |
| **SMT:** |  | |
| **Incident Type:** |  | |
| **Time From/To** | **Detail:** | **Action Taken** |
|  |  |  |
| **Debriefing** | | |
| **Date:** | **Reporter:** | **Support Services:** |
| **Evaluation:** | | |
| **Action Points:** | | **Completion date:** |
|  | |  |
|  | |  |
|  | |  |

A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service [healthandsafety@swansea.gov.uk](mailto:healthandsafety@swansea.gov.uk) and the Director of Education Helen Morgan-Rees, and [Kate.phillips2@swansea.gov.uk](mailto:Kate.phillips2@swansea.gov.uk)

**Incident**

**Contact   
 Emergency Service (999)**

**H&S Officer – Education  
(Andrew Whelan)  
636765**

**07929782483**

**Hot Debrief within 72 Hours**

**Invite:  
Stress Management & Counselling 636027 07887 055254**

**636027 or 635181**

**Joint   
Emergency Management Service   
07900 702742**

**Corporate Comms.  
(Patrick Fletcher**)  
**636092**

**Education**

**Communications Manager**

**(Media**

**Communication)  
 (Rhodri Jones)  
636388**

**School & Governor Support Unit  
636537**

**Chief Education Officer  
Helen Morgan-Rees  
636890**

**Delegated Person to CONTACT**

**Corporate Health, Safety and  
 Wellbeing Service Manager  
 (Craig Gimblett)  
636620 07557 481503**

**Initiate Internal  
Emergency Procedures**

**Structured Joint Debrief**

**To be arranged by Senior Manager at a date soon after event**

**Inform  
Stress Management & Counselling**