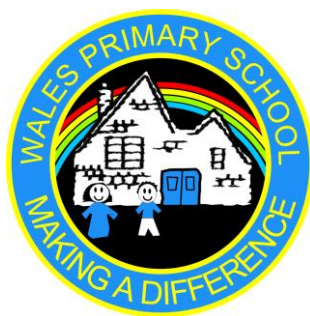


Wales Primary School Lockdown Policy



Written / updated September 2023

Review July 2025

Rationale

On very rare occasions it may be necessary 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. 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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 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
- A bomb threat (please see Emergency Planning Procedures for further information)

Full Lockdown

Staff will be notified that lockdown procedures are to immediately take place through phone calls from the office to each zone with the clear message of **LOCKDOWN**. Staff to support children in keeping calm and quiet throughout.

| ZONE 1 | ZONE 2 | ZONE 3 |
|--|---|--|
| <ul style="list-style-type: none">• Hall• EYFS• Contact site manager | <ul style="list-style-type: none">• Junior Building• Swimming Pool• Nursery | <ul style="list-style-type: none">• House• Infant Building• Learning Hub |
| Anna McDonald/Ruth Sampson | Jayne Harrison | Joanne Hallam |

PROCEDURES

- If some/all staff/pupils are outside at the time of the emergency, the Headteacher is to blow a continuous whistle to signal for staff/pupils to go inside to the nearest safe building. Then to follow the steps below:
- All staff and pupils to stay in their classroom (or nearest classroom if they have come from outside)
- Office staff to remain in the office
- Lock all external exterior doors
- Close and secure all windows and internal doors
- Close all blinds and curtains
- Turn lights/smartboards/monitors off
- Pupils to sit under the tables positioned away from possible sightings from external windows/doors remaining quiet and calm
- Turn mobile phones off or at least put them on silent
- Teachers are to call the roll and note any absentees. Account for those missing
- All teachers must notify the office of roll call and report missing children to office.
- Headteacher will organise the search for any missing persons.
- Do not open the door to any person unless they are recognised as staff/children
- Do not permit anyone to leave the building
- Office staff to contact emergency services if the threat is deemed necessary
- Those who are outside when this emergency signal is given must be informed and go immediately to the nearest building (see aggressive intruder)

ALL CLEAR

- Wait for the all clear from The Headteacher/office staff via phone call or Police to the above emergency.

Communication with Parents

Parents and carers will be notified as soon as it is practical to do so via the Arbor text messaging service. This will be done by the office staff. Parents will be told:

‘Wales Primary School is in a full lockdown situation. During this period, the office phones and entrances will be un-manned, external doors locked and nobody is allowed in or out. ‘

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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

As the lockdown is taking place, more information will be provided to parents to reassure them as soon as it is appropriate and safe to do so.

A letter to parents will be sent home on the nearest possible day 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.

Monitoring arrangements

This policy will be reviewed bi-annually by. At every review, it will be approved by the full governing board.