



Agreed by Governing Body	October 2019
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Introduction

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 students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students 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 students in the school).
- An intruder on the School site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc).
- Access for the Air Ambulance to land.
- The close proximity of a dangerous animal roaming loose.
- A major fire in the vicinity of the school.

Immediate action:

On hearing a continuous cycle of the lesson changeover bell and/or the following tannoy announcement *'Could all staff and students quickly and quietly follow lockdown procedures and await further instructions'*

- All outside activity to cease immediately, students and staff return to building, if safe to do so.
- All students within the building to return to classrooms if safe to do so.
- External doors and gates locked if possible. Classroom doors locked or secured.
- Windows locked, blinds drawn, lights switched off, students sit quietly and told to ensure that all mobile phones are switched off.
- Register taken/head count completed, any missing students communicated via email to the SLT email address: SLT@castellalun.flintshire.sch.uk which is manned by the designated SLT member.
- Staff and students remain in lockdown until it has been lifted verbally by the Duty SLT Manager/emergency services via the school tannoy system or by directly visiting classrooms.
- During the lockdown, staff will keep agreed lines of communication open, via email where possible and will not make unnecessary calls via internal phones as this could delay more important communication.
- SLT and the caretaking team will communicate using the radios.
- *If the fire alarm sounds during the lockdown nobody should evacuate unless they feel threatened by smoke or fire, as this may be set off deliberately by an intruder. In the event of a fire being discovered the emergency services should be informed.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents by email.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents will be notified in advance of a Lockdown drill to avoid any unnecessary alarm.

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 needed for contacting emergency providers.
- do not come to the school. They could interfere with emergency 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.

Parents will be told:

'.....the school is in a full lockdown situation. During this period the phones and entrances will be unmanned, external doors locked and nobody allowed in or out. Please await further news from the school and do not attempt to call your child's mobile phone.'

Emergency Services

It is important to 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. The need to make contact with specific Authorities/agencies will depend on the incident/emergency situation.

Full Lockdown procedure

Signals

Staff will be alerted to the activation of lockdown procedures by a recognised signal, audible throughout the school and externally. This will be a continuous cycle of the lesson changeover and/or a tannoy announcement.

The signal for the all clear will be given verbally by the Duty SLT Manager.

Lockdown

Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. Class Teachers will be responsible for supervising their own class.

Outside – Field/Sports Area

If it is safer to remain outside staff and students will hide at the furthest point on the field or try to assemble at the cricket pavilion gate, if it is safe to do so.

Outside –Yards/ Car Parks

Students to be brought into school as quickly as possible provided it is safe to do so otherwise they will be instructed by the member of staff on duty to follow Field/Sports Area procedure towards the cricket pavilion gate or hide at the furthest point on the field if it is safer to do so.

Inside – Classrooms, Workrooms, Offices, Halls, Meeting Rooms, Library, Study Areas and Common Rooms

All staff to take action to increase protection from attack: Secure access points – external doors, internal doors and windows. All doors and windows should be secured. Please lock doors or block with furniture. Turn off lights. Remain away from sight under tables or against the wall.

Inside – Corridors, Toilets

Move quickly into the nearest room and secure the door, sit on the floor, under tables or against a wall. Keep out of sight and draw blinds if possible. Turn off lights. Stay away from windows and doors.

Once in lockdown mode, staff should notify the Duty SLT Manager or the Business Manager of any students unaccounted for, via email if possible to

SLT@castellalun.flintshire.sch.uk; which all SLT members will have access to.

Staff should encourage the students to keep calm.

If someone is taken hostage on the premises the police may seek to evacuate the rest of the site.

Communication arrangements

The lockdown alert will only be put into use if there is an imminent danger. If a member of staff only suspects a potential issue, the Duty SLT Manager will be immediately notified and a decision will be made whether to go in to full lockdown. If it is necessary to go in to full lockdown this will be done by activating the signal.

A list of all phone locations has been provided and staff should familiarise themselves with the locations of the nearest phone. When phoning for lockdown the member of staff should announce who is calling and provide as much detail as possible as to why the lockdown signal should be set. This information should be communicated to the Business Manager or the Main Reception Office. The duty SLT Manager will be notified who makes a decision.

The Duty SLT Manager who has authorised the lockdown will arrange for the emergency services to be called - Dial 999 and provide name and address of school along with as much information as possible in relation to why the school has gone in to lockdown. The Duty SLT Manager will establish communication with the Emergency Services and the Business Manager will monitor CCTV and incoming emails from other staff.

Parents/Carers - Parents will be notified as soon as it is practicable to do so. Students will not be released to parents during a lockdown. Everyone will remain inside until an all-clear has been given by SLT or unless told to evacuate by the emergency services.

Evacuation

If it is necessary to evacuate the building, the fire alarm will be sounded and a dynamic risk assessment should be made. Only evacuate if at risk from fire or smoke.

Drill

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year and the procedures reviewed. Ideally the lockdown drill will take place at the beginning of the new school year. Parents will be notified in advance of the intention to carryout a lockdown drill. During a drill children will not be expected to sit under tables however the member of staff can discuss with them that this may be an option depending on why they are in lockdown.

Partial Lockdown

Alert

Alert to staff: 'Partial lockdown' will be announced by SLT using the Tannoy. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

All outside activity to cease immediately, students and staff return to building. Staff will be notified by SLT. All staff and students remain in the building and all gates, external doors and windows locked. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Risk Assessment

All situations are different, once all staff and students are safely inside, the Duty SLT Manager will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

'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/windows should be closed (where possible) as an additional precaution. The Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Action to be taken for both full and partial lockdown.

Ground, Middle, Top Floor Classrooms, Y Celtec building, Offices, Workrooms, Halls, Meeting Rooms and Library: Lock doors, close blinds, move out of sight of door vision glass and windows, turn off lights, keep quiet and calm.

Sixth Form Study Areas and Common Room – Ground and Middle Floor

Lock doors, close blinds, move out of sight of door vision glass, turn off lights, keep quiet and calm.

Sports Complex

Sports Hall and Gym	Lock doors, move out of sight of vision by lining up against the wall under the viewing gallery, keep quiet and calm.
Sports Offices, Toilets and Squash Courts	Vacate and move into nearest changing room, library or classroom
Changing Rooms	Lock doors and stay in changing area.
Library	Lock doors, move out of sight of door vision glass, keep quiet and calm.
Music Rooms, Drama Studio and Youth Club Area	Lock doors at both staircases and move to music classrooms

Canteen Dining Rooms

Lock main doors, move out of sight of windows by sitting on floor below windows, turn off lights, keep quiet and calm.

Kitchens

Vacate and move into store office, lock doors, keep quiet and calm. Switch off appliances if necessary to avoid fire hazard.

Concourse & Quad

Students to be brought inside as quickly as possible provided it is safe to do so to the nearest classroom. Lock doors, move out of sight, keep quiet and calm.

Toilets

Move quickly into the nearest classroom where a teacher is present if safe to do so. If not, lock cubicle door, move out of sight, keep quiet and calm until the 'all clear' signal is given.

Offices and Meeting Rooms

Lock doors, close blinds, move out of sight, turn off lights, keep quiet and calm.

Staff Room

Vacate and move into opposite exams office across corridor if safe to do so, lock doors, close blinds, move out of sight, turn off lights, keep quiet and calm.

Exams

The senior invigilators in the Sports Hall will be contacted by the nominated SLT lockdown member with instruction of partial or full lockdown procedure on the designated mobile phone: 07468 958 002

Eluned Parry Hall: Lock doors, close blinds, move out of sight of door vision glass and windows, turn off lights, keep quiet and calm.

Sports Hall: Lock doors, move out of sight of vision by lining up against the wall, keep quiet and calm.

Visitors and contractors

Any visitors or contractors at the school must follow the lockdown procedure by entering their nearest classroom. All visitors and contractors must be wearing a visible ID Inventory sticker to show that they are signed in. The class teacher should include the details of the contractor/visitor in the email to SLT.

Part One: Lockdown Procedure: Planning

Procedures	Points to consider
<p>1. Names of Staff who will perform specific duties;</p> <p>Executive Lockdown Leader:</p> <p>Colin Ellis, Headteacher</p> <p>Back up ELL:</p> <p>Paul Edwards / Gill Roberts, Deputy Headteachers</p> <p>Lockdown Leaders:</p> <p>Emma Manning, Business Manager</p> <p>Gail Davies, Assistant Headteacher</p> <p>Craig Stewart, Assistant Headteacher</p> <p>Back up LL:</p> <p>Sarah Edwards, Assistant Headteacher</p> <p>Control Room (CTR) Location:</p> <p>Business Managers Officer</p> <p>Alternative CTR:</p> <p>Main officer</p>	<p>Colin Ellis is the ELL however, in his absence either of the Deputy Headteachers will assume this role.</p> <p>The Business Managers office is the CTR due to the access to the school bell, CCTV, tannoy, phone line and PC/ school email.</p> <p>ELL will record actions with the support of the Business Manager (LL).</p> <p>The main office will be the alternative CTR however there will be no access to CCTV, tannoy or school bell. There are however no external windows and the shutter can be lowered</p> <p>All ELL's and LL's are highly familiar with the school grounds in the event that they need to look for missing pupils or hide staff/pupils.</p> <p>The ELL and LL's will liaise in the CTR at the start of the incident to provide instructions.</p> <p>All ELL's and LL will need their radio to aid communication. Staff are responsible for their own radio however there are spare radios in the main office.</p>
<p>2. Circumstances that the school will call a lockdown e.g.:</p> <ul style="list-style-type: none"> • Aggressive/violent intruder/parent/student • Dangerous animals • Environmental hazard • Access for an air ambulance to land • Terrorist attack • Other threat as identified by the ELL 	<ul style="list-style-type: none"> • A lockdown will only be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat. • STAY SAFE principles will take precedence (Run>Hide>Tell) if the nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive terrorist attack.

<p>3. Authorities/ agencies that will or may need to be contacted:</p> <p>North Wales Police</p> <p>Flintshire County Council</p> <p>Emergency Services</p> <p>Environment Agency</p>	<p>The need to make contact with a specific Authority/ Agency will depend on the type of incident/ emergency situation.</p>
<p>4. Method of communication to be used in the event of a lockdown:</p> <p>Senior Leadership, main office and caretakers will communicate via the radios.</p> <p>Staff across the site will be kept informed via email.</p> <p>The tannoy will be used to update staff and notify the end of the lockdown if appropriate.</p>	
<p>5. Lockdown alert signal will be given in the following way:</p> <p>A continuous cycle if the lesson change over bell and/or the following tannoy announcement</p> <p><i>'Could all staff and students quickly and quietly follow the lockdown procedures and await further instructions'</i></p> <p>The signal for the all clear will be given verbally via the tannoy by the ELL</p>	<p>Annual lockdown drills will take place at the start of a new school year so that staff and students become familiar with the alert signal. If appropriate the drill will be repeated in the Summer term.</p>

<p>6. Movement plan for pupils and staff to follow if they are not in a class room:</p> <p>All outside activity to cease immediately, staff and students to return to the school building if safe to do so. Class teachers will be responsible for supervising their own class.</p> <p>All students and staff to return to classrooms if safe to do so. Alternatively staff and students can move quickly into their nearest classroom if that is safer</p>	<p>Class teachers will direct students to their nearest entrance in either Y Celtec or the main school building. They will then join a secure classroom.</p> <p>Any visitors or contractors at the school must follow the lockdown procedure by entering their nearest classroom. All visitors and contractors must be wearing a visible ID Inventory sticker to show that they are signed in. The class teacher should include the details of the contractor/visitor in the email to SLT.</p>
<p>7. How will register be taken and communicated to the CTR?</p> <p>Once students are secured in the classrooms the class teacher will take a register. Details of any students who are not accounted for must be emailed to SLT@castellalun.flintshire.sch.uk;</p> <p>The ELL and LL's will all have access to this email address.</p>	<p>The class teacher should include any additional people that have entered the classroom such as visitors, students on the corridor etc</p>
<p>8. LL to check designated areas of the school.</p> <p>For example:</p> <p>Area 1 Main School Building : LL Gill Roberts</p> <p>Area 2 Y Celtec : LL Gail Davies</p> <p>Area 3 Outside areas: Paul Edwards</p> <p>Area 4 Sports Centre: LL Craig Stewart</p>	<p>If LL's are absent then areas will be designated to remaining LL's by the ELL.</p> <p>The ELL will decide on the most appropriate people to go to each area depending on the time of the day and day of the week.</p>
<p>9. Lockdown procedures will practised at least once per year and drills recorded in the Lockdown folder kept by the Business Manager</p>	<p>Training is to take place once per year as advised in the Corporate H&S guidance.</p> <p>Drills will take place at the start of the new school year so that new students are aware of the procedure.</p> <p>Additional drills and training will take place if it is deemed necessary e.g. staff changes, new building layout.</p>

Part Two: Lockdown Procedure: Roles

<p>1. CTR/ELL role:</p> <ul style="list-style-type: none"> • Sound alert signal • Co-ordinate LL • Contact Emergency services/external agencies • Begin roll call process approx. 15 minutes after lockdown was initiated. • Gather information and liaise with all staff • Take records • Initiate all clear • Lead the debrief with all parties and any communication. 	<p>The ELL will determine responsibilities on the day due to the nature of the school day and staff timetables etc.</p> <p>The Business Manager will keep an accurate record of all action in an incident log.</p>
<p>2. LL role:</p> <ul style="list-style-type: none"> • Report to CTR • Secure designated area (windows & external doors) • Gather information and liaise with staff/CTR • Search for missing children if required • Undertake dynamic RA at all times and not move about school if not safe to do so. 	<p>The majority of doors in the school building have turn locks so that they can be locked and unlocked from the inside without a key. Classroom teachers are responsible for ensuring that they have keys for all of the rooms that they teach in.</p> <p>Caretaking staff will be directed to lock all of the external doors and gates.</p> <p>Once the all clear has been issued LL's to check changing rooms and toilets to ensure that everyone is aware that the lockdown is over.</p>
<p>3. Non LL Staff must:</p> <ul style="list-style-type: none"> • Escort pupils to a lockdown area • Take a register if possible • Communicate with CTR any missing pupils or additional pupils via email • Check doors and windows in immediate vicinity are secure • Keep pupils calm and quiet • Close blinds and avoid windows and doors. • Where appropriate (due to nature of the threat) sit on floor away from windows • Keep mobile phones on silent. 	<p>Fire exits will not be blocked. They are only able to be opened from the inside.</p>

Part Three: Lockdown Procedure: Debrief & Review

<p>1. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident.</p>	
<p>2. Parents to be informed via a meeting and /or intouch message as soon as practical after incident (Further information to be provided on website/social media, etc.).</p> <p>Media contact to be consulted before any communications are released: e.g. FCC Corporate</p>	

<p>Communications Team tel. 01352 702112 communication@flintshire.gov.uk</p>	
<p>3. Incident report to be completed by ELL Reporting mechanism: e.g. FCC H&S Incident & Accident form</p> <p>Details of the police incident number/report should be included where appropriate.</p>	<p>Where provided the Police Incident report/number and Police liaison Officer details should form part the incident report.</p>
<p>Lockdown Procedure written by:</p> <p>Emma Manning, Business Manager</p>	<p>Review by:</p> <p><i>Senior Leadership Team</i></p>
<p>Date:</p>	<p>Review date:</p>