Golden Grove School
Ysgol Gelli Aur

Lockdown Policy 2026

This policy should be read with the following policies;

- **Safeguarding & Child Protection Policy**
- **Fire Safety and Emergency Evacuation Plan**
- **NaCTSO Guidance-Developing Dynamic Lockdown Procedures**
- **Pembrokeshire County Council Schools Lockdown Guidance**

Agreed by:

Review date:

As part of Ysgol Gelli Aur/ Golden Grove School's responsibility to keep children safe in school, the following procedure is in place to ensure an effective response to an internal or external incident which could be a threat to the safety of staff and pupils in the school.

<u>Lockdown procedures can be activated in response to any number of situations;</u>

- An act of Terrorism;
- 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);
- An intruder in the school (with the potential to pose 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 animal roaming loose.

In order to warn of these dangers we will use the following signals.

SIGNAL	
Signal for Lockdown	**Alert to staff: 'Full lockdown' by the school bell (x1, 5 sec pause, x1, 5 sec pause, x1, 5 sec pause…)** If children are outside, staff to be notified with everyone being brought into the school building. Hand bell to be utilised.
Signal for Partial Lockdown	**Alert to staff: "Partial lockdown" by the school bell (x2, 5 sec pause, x2, 5 sec pause, x2, 5 sec pause…)** This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. If children are outside, staff to be notified with everyone being brought into the school building. Hand bell to be utilised.
Signal for All Clear	School bell – (x10, pause, x10, pause, x10, pause…)
Signal for Evacuation	**Fire Alarm**

LOCKDOWN	
All pupils who are outside the school building are to be brought inside as quickly as possible	Hand bell to be rung.
All pupils and staff to stay in classroom or Staff to stay in their offices.	Lock doors, windows and, if applicable, close blinds, switch off air conditioning units and close vents
Entrance points (e.g. doors windows) should be secure	No doors to be propped out. The doors between main building and building should be checked and secured. Air conditioning units to be switched off.
Communications	Staff with access to Two-way radios should ensure it is switched on and correct channel selected. Staff must answer radios immediately Mobile phones Internal phone/ email system.

Once the school is in Lockdown	
1	Staff should remain calm and Staff should encourage pupils to remain calm
2	All pupils to be seated on the floor, if necessary seated under tables.
3	Register to be taken and Class teachers must inform the school office of any child not accounted for; this can be done by using a telephone if available or school email system to the enquiry line. This will alert SLT or Designated person to start an immediate search if appropriate.
4	SLT or Designated person to establish communication with emergency services as soon as possible (999)
5	Pembrokeshire County Council must be notified via the 'School Emergency' phone number; In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide assistance.
6	If necessary, parents should be notified as soon as it is practicable (Primary Contact – Procedure attached). Parents will be advised to NOT panic or come to the school. We will also advise parents of All Clear ***(see Communication With Parents and Carers)***
7	Pupils will not be released to parents during a Lockdown
8	If it is necessary to evacuate the building, the fire alarm will be sound. Staff to then follow off site evacuation procedure from the Fire Safety & Emergency Evacuation Policy
9	Staff MUST wait for instructions from SLT or Designated Person and must not make unnecessary calls to SLT or Designated Persons as this could delay more important communication.
10	Following the Lockdown, SLT and Designated Person should meet and review the situation.

Lockdown Arrangements

Partial Lockdown
Alert to staff to communicate. 'Partial lockdown'
Immediate action:

- All outside activity to cease immediately, pupils and staff return to building;
- (There is a planned means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This can then be communicated to staff and pupils.
'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 can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown
Alert to staff: 'Full lockdown'
This signifies an immediate threat to the school and may be an escalation of a partial lockdown. **(See above for actions)**

- All outside activity to cease immediately, pupils and staff return to building;
- (There is a planned means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked;

Communication between parents and the school
School lockdown procedures, especially arrangements for communicating with parents will be routinely shared with parents either by ParentMail or via the school Facebook page.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but all attempts will be made to provide regular communication.

Parents will 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 to contact the school**. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- **Do not to 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 / LA or Police to contact them** about when it is safe for them to come and collect their children, and where this will be from.

The communication with parents' part of the plan is designed to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out…'

Lockdown Situations when Away From School
The School will also consider what would happen if a lockdown situation should arise when a group is away from school, whether this be on a short visit, day trip or longer trip that involves a party staying away.

It will always be necessary to carry out a risk assessment prior to such visits and it is important to consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip.
It will be necessary to give some guidance to pupils prior to the trip, and this should be reinforced during the trip itself. Parents and carers also need to be provided with information about the procedures that would be followed.
It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the Pupils in their care. Pupils could even be asked to disperse or hide if this will aid their safety.

'Stay Safe' principles (Run Hide Tell) gives some simple actions to consider at an incident

Full guidance is contained on the NaCTSO website

https://www.gov.uk/government/publications/recognising-the-terrorist-threat.

Drill Protocol

When undertaking our annual drill, we will:

- Ensure that staff are briefed on procedures by a '**talking through'** drill.
- Will undertake a '**talk through**' **Full Lockdown** and/ or a P**artial Lockdown** drill with staff.
  (We will consider when it is necessary to undertake drills with young people and undertake a risk assessment on any young people that could feel anxiety when undertaking any drill, for example, ALN, neurodevelopmental conditions etc…)
  We will be sensitive to age and ability and make it as low key and engaging as possible. We will not include any young person if we consider the drill could increase their anxiety.
- Ensure any Lockdown drill is as low key as possible and not lock rooms during any practice.
- Ensure that all staff are aware of procedures so that they can inform children appropriately **(basics of what children will need to know to stay safe).**
- *In training exercise scenarios for Lockdown or Escape, they do not carry out a visible full drill that could potentially provide intelligence to individuals intent on hostile reconnaissance. The current Police advice given is not to rehearse drills as it creates huge disruption with the potential for false alarms.*
  *'**Talking through' actions remains the advice to date.***

Chair of Governors: ……..

Date: ……

Head Teacher: ……..

Date: ……