



Ysgol Penglais School

# School Lockdown Policy & Procedures

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Signed:

**(Chair of Governors on behalf of the Governing Body)**

**Date: 21<sup>st</sup> June 2022**

**Date to be reviewed: June 2025 (by the Full Governing Body)**

## **Introduction**

An active shooter/marauding violent person is a person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims; or is believed may use deadly physical force.

It is advisable that all schools should have an effective lockdown procedure and that they are regularly tested. By developing and rehearsing a comprehensive lockdown plan, you can better protect your students and staff from a firearms or weapons attack event. Panic on site also increases the risk of casualties.

The aim of an effective lockdown process is the ability to quickly restrict access to and exit from 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 areas and preventing or frustrating the attackers accessing a site (or part of).

(It is recognised that due to their nature some sites may not be able to physically achieve lockdown).

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the attack and reduce the number of potential casualties can be greatly increased through an effective lockdown. Time delaying an attacker(s) 'buys time' for armed response units to arrive.

Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones can contribute greatly to how such an attack is deterred or safely managed. The school gates at the front and back of school are closed during the school day.

It is, therefore, imperative that all staff take an active position in terms of recognition, action and personal responsibility in the event of an incident necessitating any form of lockdown process.

Guidance has focused on advice offered under the Government's Home Office Prevent Strategy, online training, and the National Counter Terrorism Security Office, supported by operational experience and competence.

This procedure can also be used for other threats to people on the school site, such as persons on the school site without permission, and persons on site believed to pose a threat to others on site.

## **Initiation of Lockdown**

Any member of staff or student who becomes aware of any incident that could potentially trigger a lockdown should immediately cause the alert to be raised through the recognised processes. To initiate this any member of staff or student is to –

If it is safe to go to Reception then report to Reception, or Helena Clements

If it is not safe to go to Reception, or you are away from Reception then telephone the staff named below, starting at the top of the list. If you cannot get through to the member of staff, then contact the next name below. Internal phone number is in brackets

Llinos Jones, Reception, 01970 624811

Helena Clements, Headteacher's PA, 01970 621110 (7110)

Mair Hughes, Headteacher 01970 621111 (7111)

Hayley Griffiths, Deputy Head Teacher, 01970 621133 (7133)

Phil Jones, Senior Leader, 07814416488 (7140)

Finance Office staff Sharon Jones 01970 621130 (7130)

Mel Williams 01970 621131 (7131)

**State your name and say**

**'Alert everyone, we need Lockdown'**

**Upon receiving this alert, the procedure will be activated.**

## **Procedure**

The door to Reception and the door on the corridor to the Head Teacher's Office is locked

The school bell will be manually sounded by a member of the admin team or SLT in the admin block, in 5 bursts of 3 second ringing with a 2 second gap between rings.

The aim of this function is that it provides a clear and recognisable audible indication to persons in and around the school that a lockdown has been declared.

The phone tannoy will then be used to confirm that Lockdown is activated, and will remind staff to lock/barricade doors and move away from windows.

The emergency Services will immediately be contacted by a member of staff from the list above. Once emergency services arrive on site, they take charge, and all students and staff are to follow their instructions immediately.

Where possible, staff with access to CCTV will use the cameras to further advise emergency services / school staff.

Once staff are alerted to the activation of the plan by the recognised signal, audible throughout the school, the following **immediate** actions must take place

## **Action on Hearing the Lockdown Alarm: During lessons**

On hearing the lockdown alarm, staff and students should stay in their classrooms or offices, and lock the doors where possible, unless otherwise instructed by the Emergency Services to move to a different location. If it is not possible to lock doors, then used tables, chairs, filing cabinets to barricade against the door.

Note: If the fire alarm is activated all staff and students are to remain in their rooms/offices, unless there is a clear smell of fire. An intruder may set off a fire alarm with the intent of then harming staff and students as they evacuate.

Any classrooms posters with blue tac should be used quickly to block out glass panels in the door, and tables or cabinets put behind the door to create a barrier to make any forced access more difficult. Use any door wedges in the room, or use folded paper / card under the door to make opening the door from the outside more difficult. A belt can be used to wrap around the door closure inside rooms.

Students are to sit on the floor, under tables where possible, and stay away from doors and windows. Where there is solid wall use this as protection.

Blinds are to be pulled down to block out views from windows. These will also act as a barrier in the event of glass being broken.

Staff should stay low and focus on keeping students as calm as possible.

Check that mobile phones are on silent and tell students they are not to use any mobile phones – if they contact other people this can put them in danger.

In relation to school buildings, other than the main blocks the following processes need to be followed if safe to do so :-

- PE staff inside the sports hall to lock sports hall sliding door, brown door by boiler room and external door by staff changing room, and go into the weights room if possible, staying away from the doors, otherwise go upstairs to the seating area. If this is not possible, go into the changing rooms and lock the door.
- PE classes in the gym to go inside the changing rooms, lock the door and staff to stay in the changing rooms.
- PE staff on the top field or tennis courts – if you believe it is safe to enter the building for cover do so. If not, then evacuate their class to the Great Hall at Aberystwyth University. In the event of evacuating offsite the member of staff is to contact one of the named persons at the top of the policy once they are safely off site.

- PE staff on the lower field if you believe it is safe to enter the building for cover do so. If not, then evacuate their class from the lower field gate and go to Hafan y Waun Residential home. In the event of evacuating offsite the member of staff is to contact one of the named persons at the top of the policy once they are safely off site.
- Sixth Form centre lock main front doors and check that all other doors, including fire exits are shut tight. Students and staff should move to the upstairs rooms, away from windows and sit under tables. Tables are to be put against fire exit door and door into the room to restrict any intruder access.

### **Action on Hearing the Lockdown Alarm: outside of lesson time**

If the lockdown procedure is activated outside of lesson time, students and staff may be anywhere on the school site at that time. This creates extra problems. In the event of lockdown outside of lesson time –

Note: If the fire alarm is then also activated all staff and students are to remain in the classrooms / offices, unless there is a clear smell or sight of fire. An intruder may deliberately set off a fire alarm with the intent of then harming staff and students as they evacuate.

- Staff and students on the lower fields – if you believe it is safe to enter the building for cover do so. If not, then evacuate from the lower field gate to Hafan y Waun Residential home. In the event of evacuating off site any member of staff with the students is to contact one of the named persons at the top of the policy once they are safely off site. If you do not believe you can be safe on site or exiting to Hafan y Waun then exit the school site away from any intruder.
- Staff and students on the upper fields – if you believe it is safe to enter the building for cover do so. If not, then evacuate to the Great Hall at Aber University. In the event of evacuating offsite any member of staff is to contact one of the named persons at the top of the policy once they are safely off site. If you do not believe you can be safe on site or exiting to the Great Hall, at the University, then exit the school site away from any intruder.
- Staff and students on the tennis courts – if you believe it is safe to enter the building for cover do so. If not, then evacuate to the Great Hall at Aber University. In the event of evacuating offsite any member of staff is to contact one of the named persons at the top of the policy once they are safely off site. If you do not believe you can be safe on site or exiting to the Great Hall, at the University, then exit the school site away from any intruder. Staff and students in the bus area – go directly to B14 or C9. Then sit under tables away from the windows.
- Staff and students in the Small Hall and Science servery – go directly into C1, C2, C4 or C5.
- Staff and students in the Music servery – go directly into D1 and D2.

- Students and staff in the school building - go into the nearest classroom and use tables to barricade the door if a member of staff is not present with a key to the door.
- Students and staff in the quad – go directly into the Quad buildings and sit away from windows. Staff in the classrooms are to lock and barricade doors.

### **Internal Communication**

The tannoy function on the telephones will be used to communicate with classrooms and offices. Dependent upon the nature and length of the event, communication may also take place via email, and staff mobile phones to attempt to reach staff in all areas. Staff with mobile phones should put their phones onto vibration alert. In the event of no communication, staff and students should stay in lockdown until the end of the lockdown is signalled by the emergency services.

### **External Communication**

During a lockdown there will be a significant temptation to contact family and friends both for staff and students. It is important this does not take place as, should an emergency response be required, any external members of the public attempting to travel to or enter the site could impede the emergency services, and place themselves in danger from an attacker.

### **The signal to end Lockdown**

Under a rehearsed Lockdown senior staff will signal the end of Lockdown by an extended ring of the school bell for 10 seconds.

Under a non-rehearsal Lockdown, the Emergency Services are the only people to signal an end to Lockdown. Throughout this Lockdown staff and students are to follow all instructions by the Emergency Services immediately.

As part of the Lockdown procedure other Agencies, including Ceredigion County Council, will also have been contacted by the Emergency Services, to help deal with the immediate aftermath of Lockdown.

### **Lockdown Familiarisation**

As with fire drills, it is important that the lockdown procedure is rehearsed in order that both staff and students are made familiar with the process. Any problems with the procedure must be reported to the Leadership team so that they can be addressed.

New staff and students will be briefed on the lockdown procedure as part of their induction process and regular focus should be considered during term times to remind staff and students regarding the procedure.

The 'Lockdown' process will be reviewed / rehearsed as part of staff training and PSHE.

## **The importance of ongoing vigilance**

It should also be part of the Lockdown procedure that school staff and students remain vigilant to any perceived threats.

Staff have a big role to play as they see and speak with students daily, mark their work, and notice their appearance. There may be things written or drawn in books, or changes in student appearance that may give cause for concern. Any concerns must be reported.

Students have a big role to play as they are with other students every day, both in school and outside of school. Students may hear or see something to give cause for concern. Students need to know who to report concerns to and know that any reports will be taken seriously.

Staff and students need to be reminded that they have a key role in vigilance, and that if they have any concerns about other staff or students, including any behaviour or comments that causes concerns that they are confident in passing these concerns on to staff, and that these staff then make the appropriate staff aware of these concerns – this can include Form Tutor, Head of Year, Student Services, Leadership team. It is important that staff and students are reassured and reminded that any concerns they raise are taken seriously and dealt with correctly.