

Lockdown Procedure

There are yellow call point buttons located as follows:

Downstairs E block – Reception office

Upstairs E block - SLT main hub office

Upstairs E block – Sarah Williams office

Should there be an incident or risk requiring the need for the procedure to be applied the school will activate the call point and inform the police immediately (999).

- In the event of an emergency, any member of staff can contact reception via ClassCharts or Teams or ring reception (Ext 401) or the main SLT hub (Ext 249, 208, 279, 202, 211) or Sarah Williams' office (Ext 201) sounded. Any member of staff in E block will be close enough to a call point to sound it. This will be on instruction of the Lock Down Managers – (Jamie Beard) and/or Deputy Lockdown Managers (all other members of the Senior Leadership Team)
- If a decision to apply the lockdown procedure is made, the call-point distinctive lockdown buzzer will sound to inform all staff that lockdown procedures need to be instigated.
- Further communication will follow via Microsoft TEAMS

1.1 What is meant by 'Lockdown' ?

- Lockdown is the ability to **restrict access to a school site or building (or part of) through physical measures in response to a threat, either external or internal**. The aim is to either prevent students, staff or visitors from moving into areas of danger or preventing/frustrating an attacker from accessing a site (or part of).
- 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.
- Examples of situations that may trigger a lockdown include:
 - A reported incident/civil disturbance in the local community
 - An intruder on the school site
 - An intruder in the school building
 - A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
 - A major fire in the vicinity of the school.
 - Extreme weather conditions e.g. Met Office Red "Risk to Life" warning issued
 - Instruction issued by the police or other emergency services

1.2 Our plan and procedures follows the general principles below :

(see appendix 1 Flow Chart)

- Jamie Beard / Derek Mead is nominated as Lockdown Manager (LM) to initiate, manage and conclude the lockdown. The deputies (DLMs) are all other members of the Senior Leadership Team.
- A recognised signal, audible throughout the school is used to alert staff to the activation of the plan. This signal should only be used for this purpose.(See above)
- The use of the fire alarm should be avoided to prevent an incorrect response to an incident.
- Students / staff who are outside of the school buildings should be brought inside as quickly as possible dependant on the nature of the threat. At break or lunchtime, **all staff and students move immediately to nearest safe room with as many people as possible. Pupils in organised outside activities:**
 - **If on Astro turf – gather any pupils outside and lock inside with staff**
 - **If in Sports Hall – gather any pupils outside and lock inside with staff**
 - **If down sports Field – gather any pupils outside, remain on field and lock gate**
 - **If in Swimming pool – gather any pupils outside and lock inside with staff**
 - **If on Tennis courts – escort all pupils promptly to H Block**
- Support staff (administrative, catering, cleaners) will move promptly to their work areas in the nearest safe space.
- Students / staff inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- Internal doors and, as necessary, windows are locked (depending on the circumstances). Blinds closed and windows on internal doors covered.
- Locking of external doors will be dependent on circumstances and communicated to staff via TEAMS when appropriate.
- Registers to be taken of all pupils and staff present (plus any additions) in a particular room / area via classcharts
- The school should establish communication with the Emergency Services as soon as possible.
- Senior BCBC Officers should be notified as soon as practical via Department of Director of Education and Children Services.
- The official lockdown termination announcement/signal so that all staff know that it is authentic, will be issued by TEAMS. This will be 'LOCKDOWN ENDED'.

1.3 How will the school notify staff that a lockdown is occurring?

- The lockdown alarm will sound
- An alert and all updates will be sent to all staff by TEAMS
- Two way communication exists between Site staff and Senior Leadership Team. (All site staff need to carry walkie-talkie)
- Where appropriate staff will communicate verbally within a specified area.
- The LM will notify the Emergency services
- The LM will contact Senior BCBC Officers

1.4 How will the school inform the Emergency Services that a lockdown is Occurring?

The Deputy Headteacher and / or Assistant Headteacher(s) will contact 999 and pass on the relevant information:

- The name of our school and address
- nature of the emergency impacting on our school
- Contact details (name and phone number)
- More specific details as requested

1.5 How will the school inform the LA's Senior Management Team in Education & Children Services that a lockdown is occurring?

The LM will contact the Director of Education at BCBC LA

1.6 How will registers be updated?

In Class

If lockdown occurs during IN CLASS (lessons / examinations) then when SAFE to do so take the register via classcharts. Add additional pupils and mark those present.

Out of Class

In the event of OUT OF CLASS follow the below. OUT OF CLASS examples include break time, lunch time, before and after school.

1. On ClassCharts go to 'ADD CLASS' on main screen – top left hand corner
2. Select pupils who are in the room / safe space
3. Go to 'CHOOSE A ROOM' and select NO ROOM
4. Then click CREATE CLASS
5. Take register as normal and submit

1.7 Securing the school site

The following principles will be employed when appropriate:

- All outside activity must cease immediately on sound of the alarm and staff and students return to buildings. **All staff and students move immediately to nearest safe room with as many people as possible.**
- External access and exit points will monitored / locked by site management and leadership team and Block Staff.
- Classroom doors will be locked or barricaded with available classroom / office furniture if doors cannot be locked.
- Windows should be locked and blinds drawn so an intruder cannot see in.
- Staff should instruct students to sit quietly out of sight and where possible in a location that would protect them from gunfire (Consider locations behind substantial brickwork or heavy reinforced walls). See Appendix 2 - NaCTSO Stay Safe - Firearms and Weapons Attack.
- Lights, smartboards and computer monitors should be turned off.
- Mobile phones turned off or onto silent mode so they cannot give away any individual position.
- As soon as possible a register will be taken of all students / staff present in each classroom / office. Those present communicated via teams – please note all present in a particular area, office or classroom.
- Once activated the LM will instruct staff to await further instructions from the Emergency Services who will advise on the best course of action in respect of the prevailing threat.
- Staff and students should remain in lockdown until it has been lifted by the School's LM / ALM / emergency services. Students must not be released to parents / carers unless authorised by the LM On the advice of emergency services.
- If at any point during the lockdown there is a requirement to evacuate the school, this should be activated by one sound of the fire alarm.

1.9 During the Lockdown period

- Staff and students should remain in the school buildings and all doors leading outside should be locked and windows secured. No one should be allowed to enter or leave the building. However teaching and work can continue as usual.
- Following guidance / directive from Emergency Services, the LM will advise on the best course of action in respect of the prevailing threat. Students must not be released to parents / carers during a lockdown unless authorised by LM or emergency services.
- Once all staff and pupils are safely inside, the LM and senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and students should remain in lockdown until it has been lifted by the LM/ ALM on the advice of the emergency services.
- If at any point during the lockdown there is a requirement to evacuate the school, this will be activated by the fire alarm. This will be 'one continuous alarm'.

1.9 Guidance for Communication during a lockdown

1.9a Internal Communication

During the lockdown, staff will keep agreed lines of communication open, but should not make unnecessary calls to the school reception as this could delay more important communication.

Staff should use more discreet communication channels such as:

- school TEAMS account through PC, laptop, phone and await further instruction.
- using text messages as appropriate
- using text messaging, TEAMS
- staff avoiding the use of the internal telephone system as this should be kept clear for communication with emergency services

1.9b Communication with Emergency Services

Lines of communication with Emergency Services will be open in order to receive the best advice as a situation unfolds. Such services may or may not be on the school site at different points in the lockdown situation. It is recognised that 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.

In the event of a prolonged lockdown or more severe scenario, the school will work with emergency services, the LA and voluntary sector organisations to co-ordinate practical and emotional support to those affected by any emergency. This response will be co-ordinated via BCBC Officers.

1.9c Communication with media outlets

During the lockdown, only the LM should communicate details of the threat to the emergency services and the Local Authority. This will avoid duplication and contradictory information.

1.9d Communication with the Local Authority

The school working in partnership with the LA and Media team will provide parents and carers, the press and others with timely and accurate information until the lockdown and subsequent debrief is completed.

1.9e Communication with parents and carers

Communication with parents and carers will provide factual information to reassure them about their child's welfare and that everything will be done to ensure their children's safety. In the event of a lockdown the school will issue a pre written message via the messaging system (see appendix 4) and activate a pre-recorded voice message to inform callers that the school is in lockdown and request that parents and carers do not come to the school as students will not be released until

the emergency services have declared the lockdown over. This message will also contain the details of alternative numbers parents, carers and others should call for information and updates. This will most likely be a number linked to the LA. Consideration will be given as to whether other means of communication including social media are appropriate at this time. The school will place information on the school website as appropriate and able to do so.

2. Lockdown management for Suspect / Suspicious devices

2.1 Suspect Post or Parcels

If a suspect package / envelope is discovered, then staff should proceed as follows:

- do not open the envelope or package
- leave it and evacuate the room and keep others from entering
- notify a member of the Senior Leadership Team who will then contact the police

Packages that are opened and found to contain suspicious material should be contained by staff as follows:

- close off the room (doors and windows), do not allow anyone other than emergency services personnel to enter
- do not clean up suspicious material
- do not touch your eyes, nose or any part of your body
- wash your hands thoroughly with soap and water
- if clothing is contaminated do not brush off
- if possible, close down the buildings heating / air conditioning / ventilation system
- make a list of all people who have had actual contact with the powder (for investigation authorities)
- notify a member of the Senior Leadership Team

2.2 Suspicious Item

If a suspicious item has been discovered, that is one which is out of place, a bag, a back pack or suitcase in an unusual place, then staff should seek to identify the owner of the unattended item. If no owner is identified, then the **HOT** principles should be applied.

Hidden – i.e. placed where not readily observed or noticed as unusual

Obviously – suspicious by its physical appearance

Typical – not typical of what you would expect to find in that environment

These items may have external wiring, visible batteries, switches, timers, circuit boards, secured by plastic adhesive tape, annotations on it, modified wooden or plastic boxes, contain powders or putty like substance, carefully wrapped plastic bags. If deemed suspicious, staff should contact a member of the Senior Leadership Team who will then call the emergency services and ensure all staff and students are moved away from the immediate vicinity. This should be at least 1000m away from the item.

2.3 Bomb threat

- The initial plan in relation to a bomb threat is for all staff to move to the fire assembly point on the Tennis Courts to the rear of the Upper Block
- This assembly point could be changed to other named locations depending on the nature of the threat. Fire Marshals will direct students and staff to the correct location if it is different.
- The Site management Team will ensure all gates are unlocked to make movement of students, staff and vehicles easier, in particular emergency vehicles.

2.4 Suspicious Vehicles

Staff should report to a member of the LM any vehicle that has:

- either entered the school grounds / parked near the school and deemed to be suspicious
- parked in a location but looks out of place or seems to have been at the location for a long time.

The school will initially try to identify the owner or driver of the vehicle and if this cannot be achieved then they will call the emergency services and provide the police with all available details.

If the situation is judged to be a 'critical' one with regard to a suspicious vehicle(s), an exclusion zone will be established. This zone should be 200m minimum for a car and for a van it should be a minimum of 400m.

2.3 Training

Due to the fast-moving nature of incidents that could trigger a lockdown, it is important that staff are able to act quickly and decisively to protect themselves, students and visitors.

All staff are fully aware and trained in the implementation of this lockdown plan and comply with all security arrangements. As appropriate for their age and cognitive ability, students will be made aware of the plan.

Parents and carers will be informed that the school has a lockdown plan and that it will be regularly tested. However, for obvious reasons it is not advisable to share the contents of the plan.

At least once during each school year (September to July) the school will:

- Conduct table top exercises with the School's Senior Management Team to test the procedures
- Practice lockdown arrangements with all staff and students against various scenarios
- Review the accuracy of information that informs people of these lockdown arrangements

2.4 Post Incident

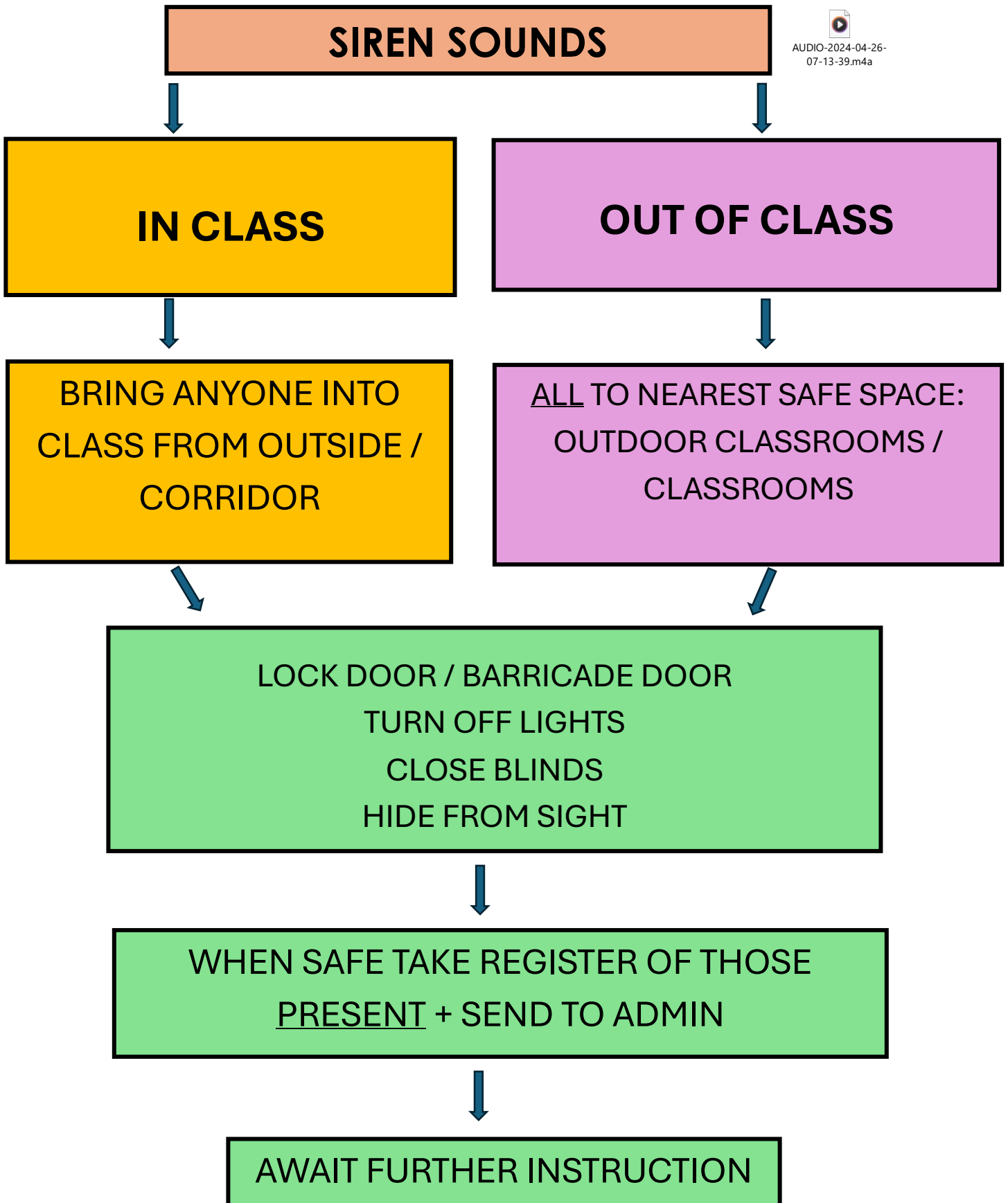
The LM will arrange a debrief for staff, students, parents / carers, LA Officers and others as soon after the incident as is reasonable. The aim of the debrief is to measure the effectiveness of the way the lockdown was initiated and carried out. It will identify any weaknesses or gaps in the effectiveness of the school's planning and operation and also what worked well. **These should be recorded, and the school's procedures amended as appropriate.**

2.5 Monitoring

It is recognised that no amount of school planning guidance can cover every possible scenario. However, with effective planning and communication everyone will be prepared as best as can be expected should a lockdown situation occur. The more planning, preparation and practice that has taken place, the greater the chance there will be less panic and confusion, enabling staff to protect the children in their care to the best of their abilities.

Appendix 1. Lockdown Flowchart

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Appendix 2. Firearms and Weapon Attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTSO website:
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

Appendix 3

Bryntirion Comprehensive School Witness statement of incident	
Your name	
Are you a member of staff / student or visitor	
Date	
Time on site / incident	
Time left site / incident	
What you witnessed	
Actions you took	
Further comments	
Advice for completion <ul style="list-style-type: none">• Note all relevant facts in chronological order• Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)• If you make a mistake, cross it out with a single line so that what is underneath is still visible, and initial it• Do not leave blank spaces - or if you do, rule them out with a line• Do not overwrite – if you make a mistake, cross it out, initial it and start again• Do not leave large blank spaces between words or between entries• Do not use correction fluid• Unused space after the end of a series of entries should be ruled through, then signed in full, dated and timed• Avoid approximations and abbreviations	

Appendix 4 Pre recorded Phone Message

“Thank you for calling Bryntirion Comprehensive School.

The school is currently in a precautionary lockdown. Please be assured that all students and staff are safe, and our team is following established procedures together with the Emergency Services.

To help us keep everyone safe, **we kindly ask parents and carers not to come to the school site at this time.** Students will only be released once the Emergency Services have confirmed that the lockdown has fully ended.

We understand this may be worrying, and we want to make sure you have access to the most up-to-date information. For updates and reliable guidance, please use the following number:
Bridgend County Borough Council (BCBC): 01656 643643

Further information will be shared through our usual communication channels as soon as it is appropriate and safe to do so.

Thank you for your understanding, patience, and continued support.”