



# PONTARDDULAIS COMPREHENSIVE SCHOOL YSGOL GYFUN PONTARDDULAIS



## Lock Down Procedures And Policy Polisi Cloi Lawr a Gweithdrefnau

Mr. G. Rees  
Headteacher

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Chair of Governors



# PONTARDDULAIS COMPREHENSIVE SCHOOL

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### Lock Down Procedures and Policy

#### 1. Rationale

The purpose of this plan is to minimise the impact of crises on children, parents/carers, governors and our community in the event of an emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies. Governors will review this planning policy annually with advice from the senior leadership group. This plan is developed in conjunction with the business continuity plan.

There may be extremely rare circumstances when the school needs to 'lock down' in a definable hostile or threatening situation. Lock down is defined by NaCTSO (National Counter Terrorism Security Office) as:

*"Dynamic lockdown is the ability 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. The aim of lockdown is to prevent people moving into danger..."*

**Staff will not independently decide that the lock down situation has ended. The ending of the lockdown will be decided by the Headteacher and staff will be contacted through the agreed phone/communication structure highlighted within these procedures.**

The School's procedures will be reviewed every 2 years or after an incident is logged (See Appendix A). This review will include all representatives of SMT, nominated teaching staff and other stakeholders if required.

#### 2. Emergency/Disaster contingency planning and guidance

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through our policies and procedures, combined with relevant, up-to-date and tested evacuation procedures assist the School in responding to particular situations. However, the School must be able to respond to unexpected situations in a co-ordinated and effective way. A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat.

#### 3. After an incident

The School must complete an incident log (Appendix A) following an incident leading to lockdown. This must include full SMT involvement. This must be completed within 24 hours of the incident to ensure clarity of detail. Action points must be noted as a result of evaluation, and completed within the agreed timescale. A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service [healthandsafety@swansea.gov.uk](mailto:healthandsafety@swansea.gov.uk) [Morg-ReesH@Hwbwymru.net](mailto:Morg-ReesH@Hwbwymru.net) and [Kate.Phillips2@swansea.gov.uk](mailto:Kate.Phillips2@swansea.gov.uk)



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Threats to the safety of individuals on this site include;

- Violence and assault caused **by any person**
- Intentional destruction or vandalism **or accidental damage to all or part of the School/site**
- Siege/hostage incident
- Civil disturbances and terrorism
- Dangerous Animals
- A criminal act where **weapons are used**
- Lightning/severe weather
- External circumstances as advised by police **or any other agency**
- Chemical leak/hazardous substance

**A lockdown procedure may involve part or whole of the School.**

#### **4. Instant Response to All Emergencies**

It is essential that the response to any emergency is timely, consistent, professional and coordinated in a way that minimises the impact to all members of our community. The response to emergencies will be dependent on the nature of the critical incident. ***In the event of a lock down the responsible person will alert staff through activation of the lesson change buzzer for 60 seconds or a 60 second activation of a hand held siren in order to communicate with staff and pupils where lesson changers are not in operation.***

Communication will also be used through the School telephone system, two way radio network and staff mobile phones if possible.

The receipt of relevant information will be the prompt for the School instigating the lockdown procedures. ***On that basis, the following procedure will be adopted in the event of any self-declared or informed emergency:***

- **The Headteacher** will declare a **lockdown (Code Red)**. ***In the event that the Headteacher or Deputy Headteacher is absent, this will be one of the members of the Headship Team (HT).***
- **The Headteacher** will summon all/relevant members of HT, immediately to the Headteacher's office as an initial response to the emergency.
- Specific responsibility for key aspects of the emergency response as follows:
  - Headteacher – overall co-ordination of the response in dealings with pupils and staff; and providing timely information to the Chair of Governors and Local Authority (LA) of the emergency.
  - Deputy Headteacher/nominated HT lead – to carry out the instructions of the Headteacher and delegate immediate response from all members of staff.
  - All teachers to immediately respond to instructions ensuring all pupils are accounted for and remain safe.
  - HT to be allocated to key areas as designated by Headteacher.



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- Key staff – allocated duties (see Lockdown procedures).
  - Depending on the circumstances, the critical **incident** will be co-ordinated from a designated area that is deemed safe. Where possible this will be in the Headteacher's office.
  - All media responses and other public communications must be co-ordinated through the LA through Rhodri Jones via the Headteacher.
  - **All staff will familiarise themselves with these procedures, a copy of which will be presented to all staff and retained on the School network.**
5. **Lock Down Procedure Management File (to be retained in Headteacher's office (additional copies, School office and Head of Resources' room)).**

To include:

- Business Continuity Plan
- Incident logs (Appendix A)
- Internal phone extension lines
- Site plans of the School
- Building plans of the School
- Emergency isolation points for main services i.e. Gas, Oil, Electricity, Water
- Communication details of local media contacts
- Website information
- Staff, student and Governor emergency contact list

### LOCK DOWN PROCEDURES

Code	Security Level	Communication
NOP	<ul style="list-style-type: none"><li>• Normal operating procedures</li></ul>	<ul style="list-style-type: none"><li>• As normal</li></ul>
Code Amber	<ul style="list-style-type: none"><li>• Prepare for building or area lockdown</li></ul>	<ul style="list-style-type: none"><li>• Phone call from Headteacher/Headship Team (HT)</li></ul>
Code Red	<ul style="list-style-type: none"><li>• Implement lock down procedures with immediate effect</li></ul>	<ul style="list-style-type: none"><li>• 60 second activation of lesson changer/hand held siren as instructed by HT</li></ul>
Code Green	<ul style="list-style-type: none"><li>• Lock down is concluded</li><li>• School is safe</li></ul>	<ul style="list-style-type: none"><li>• Phone call from Headteacher/HT</li><li>• 60 second activation of lesson changer/hand siren</li></ul>





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### Key Staff Activities

Headteacher	<ul style="list-style-type: none"><li>• Initiate <b>CODE RED</b> for lockdown of full or partial School</li><li>• Identify designated area as communication point – Headteacher's office</li><li>• Deal with given situation as appropriate</li><li>• Communication to senior LA Officers</li><li>• Media response</li></ul>
Deputy Headteacher/ Headship Team	<ul style="list-style-type: none"><li>• To take lead on classroom/building security</li><li>• To assemble at designated communication area – Headteacher's Office</li><li>• If safe to do so, instruct the caretaker to lock the following internal gates:-<ul style="list-style-type: none"><li>○ Double gates between sports hall and Science adjacent to Head of Resources' Room</li><li>○ Single gate from STF to rear of Science</li><li>○ The gates leading to the STF drive and the gates leading to the Humanities Block from the main school drive</li></ul></li><li>• If safe to do so, instruct the caretaker to lock all exit doors:-<ul style="list-style-type: none"><li>○ Humanities Block</li><li>○ Special Teacher Facility (STF)</li><li>○ Main entrance</li><li>○ Leisure Centre entrance</li></ul></li><li>• Initiate plan as instructed by Headteacher</li></ul>
IT Staff Reception Staff Admin staff Caretaking staff	<ul style="list-style-type: none"><li>• Upon approval, initiate <b>CODE RED</b> for lockdown of full or partial School by activating lesson changer – 60 seconds (Matthew Evans)</li><li>• Contact appropriate emergency services as directed by HT (Matthew Evans/Louise Smith/Michelle Trickey/Nicola Oulton)</li><li>• Notify Humanities Block and STF of lockdown (Matthew Evans/Louise Smith/Michelle Trickey/Nicola Oulton)</li><li>• Relay any relevant information from classrooms to HT ((Matthew Evans/Louise Smith/Michelle Trickey/Nicola Oulton)</li><li>• Sound external sirens to notify all areas of lockdown (Matthew Evans)</li><li>• Lock external gates (Stephen Davies/Tom Davies/Wynford Higgins)</li><li>• Humanities Block main door to be locked</li><li>• External doors outside rooms 31 and 32 to be locked</li><li>• External door from D&amp;T to quad area to be locked</li><li>• External door from Science to quad area to be locked</li><li>• STF main entrance to be locked</li><li>• Provide first aid (Lyn Lewis/Nicola Oulton)</li></ul>



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Teachers/TAs	<ul style="list-style-type: none"><li>• On notification of <b>CODE RED</b> ensure all pupils remain or are brought into the classroom</li><li>• Ensure every child in class is accounted for</li><li>• If <b>CODE RED</b> is activated during lunch or break time teachers should go to their form room rather than lesson 2 or 4 respectively. Normal timetable will resume at the end of the lock down period</li><li>• Notify Reception Staff of any children unaccounted for on <b>EXT 100, 165 or 166</b></li><li>• Notify any staff unaware of the <b>CODE RED</b></li><li>• If staff are aware of a given situation that poses significant risk to staff and pupils they must alert reception in order to relay to HT</li><li>• Ensure all doors and windows are locked</li><li>• Ensure blinds are closed</li><li>• Maintain a free phone line</li><li>• Maintain a calm silent atmosphere</li><li>• If any child with medical needs becomes unwell, notify Reception Staff on <b>EXT 100, 165 or 166</b> and await instruction</li><li>• Ensure personal mobile phones are turned to silent</li><li>• Move children away from windows</li><li>• Ensure all pupils and staff are sat quietly on the floor</li><li>• Await further instruction</li><li>• Staff responsible for pupils who are offsite should remain off site until advised otherwise</li><li>• If lock down procedure occurs at lunch time and any form tutor is offsite, arrangements will be made for another member of staff to attend that form room</li></ul>
Canteen Staff Cleaning staff	<ul style="list-style-type: none"><li>• Canteen - on notification of a <b>CODE RED</b> lock all available doors and windows and close the shutter</li><li>• Sit on floor</li><li>• Await further instruction</li><li>• Cleaners – proceed to the nearest area of safety and inform Reception of location, <b>EXT 100, 165 or 166/external line 884556</b></li></ul>
Persons away from Class	<ul style="list-style-type: none"><li>• Children, staff or visitors not in class for any reason will proceed to the nearest area of safety within the School building if safe to do so. <b>PE lessons outside on the fields will go to the outdoor changing rooms.</b> Inform the Reception Staff as to their location on <b>EXT 100, 165 or 166/external line 884556</b></li><li>• If staff are aware of a given situation that poses significant risk to staff and pupils they must alert reception in order to relay to HT</li><li>• Walk children to the safety of the nearest classroom via the safest route.</li></ul>

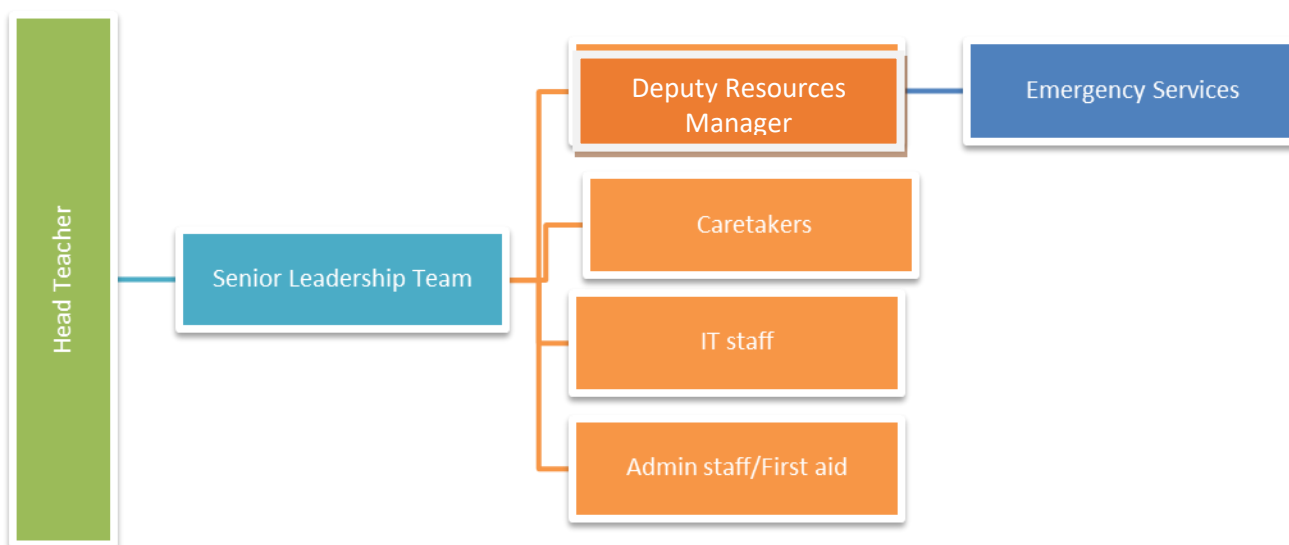
Staff will not independently decide that the lock down situation has ended. The ending of the lockdown will be decided by the Headteacher and staff will be notified by a 60 second activation of the class changer.



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## Internal Communication Structure

### 6. After an incident



The School must complete an incident log (Appendix A) following an incident leading to lockdown. This must include full Headship Team involvement. ***This must be completed within 24 hours of the incident to ensure clarity of detail.*** Action points must be noted as a result of evaluation, and completed within the agreed timescale. A copy of this incident form must be sent to Corporate Health, Safety, Emergency Management and Wellbeing Service.



# PONTARDDULAIS COMPREHENSIVE SCHOOL YSGOL GYFUN PONTARDDULAIS

## Appendix A - Incident Log

<b>Log Sheet</b>	<b>Pontarddulais Comprehensive School</b>	
<b>Date:</b>		
<b>SLT:</b>		
<b>Incident Type:</b>		
<b>Time From/To</b>	<b>Detail:</b>	<b>Action Taken (by School staff)</b>
<b>Debriefing (by local authority trained officers)</b>		
<b>Date:</b>	<b>Reporter:</b>	<b>Support Services:</b>
<b>Evaluation:</b>		
<b>Action Points:</b>		<b>Completion date:</b>

*A copy of this incident form must be sent to Corporate Health, Safety, Emergency Management and Wellbeing Service.*

Governors will review this planning policy every three years or annually in the event of a lock down being initiated (not a drill) with advice from the Senior Headship Team (HT). This plan is developed in conjunction with the Business Continuity Plan.





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### Appendix B – Pontarddulais Comprehensive Internal Phone Ext Numbers

NAME		DESIGNATION/ROOM	ROOM	EXT. NO.
<b>REES</b>	Gareth	Headteacher		169
<b>JENKINS</b>	Dylan	Head of Resources	Rm 29	129
<b>OWENS</b>	Andrew	Deputy Headteacher	Rm 36	136
<b>THOMAS</b>	Rachel	Assistant Headteacher	Rm 5a	205
<b>LEWIS</b>	Dylan	Curriculum Coordinator	Rm 19 / 42	119/142
<b>MITCHELL</b>	Chris	Care/Support and Guidance	RM 10 / 17a	110/217
<b>HOLLAND</b>	Becky	ALNCO/room 5	Rm 16 / 15a	116/215
<b>EVANS</b>	Matthew	Deputy Resources Manager	Office	168
<b>SMITH</b>	Louise	PA to Head/ Officer Manager	Office	165
<b>OULTON</b>	Nicola	Exams Officer/Data Support	Office / 2b	166/302
<b>TRICKEY</b>	Michelle	Receptionist	Office	100
<b>BENNETT</b>	Georgie	Humanities	Rm H2	182
<b>BENTINI</b>	Ricardo	Science	24/35	124/135
<b>BINDING</b>	Dawn	STF	STF	170
<b>BIRD</b>	Ruth	Welsh	Rm 14	114
<b>BUSHNELL</b>	Ceri	Year 11 Prog Manager/Boys PE	In / Outdoor	151 / 153
<b>CARTER</b>	Kay	Music	Rm 20	120
<b>COCKINGS</b>	Chelsea	English	Rm 6	106
<b>CORNELL</b>	Laura	Humanities/English		
<b>COWLEY</b>	Jan	SEN	Rm 16A	216
<b>CULLETON</b>	Matthew	French/WBQ	Rm 12	112
<b>DAVIES</b>	Anna		Rm 26	126
<b>EAGER</b>	Mary	English	5	105
<b>EVANS</b>	Kirsty	Year 10 Progress Manager/Science	Rm 34	134
<b>EVANS</b>	Julie	Head of PE	In / Outdoor	150 / 152
<b>EVANS</b>	Sarah	Mathematics	Rm 9	109
<b>FLETCHER</b>	Stuart	Year 9 Prog Manager Welsh/PE	In / Outdoor	151 / 153

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<b>GILBERT</b>	Sally	English/Hair & Beauty	10a/24	210/124
<b>GLEESON</b>	Amy	Geography	Rm H4	184
<b>GOATLEY</b>	Sian	English	Rm 32	132
<b>HANCOCK</b>	John	Prep Room Up / Down	Science	233 / 238
<b>HARRIES</b>	Beverley	Religion	Rm H3	183
<b>HIGGINS</b>	Wynford	D&T	D&T	225
<b>HILLIER</b>	Katie	French	Rm 11	111
<b>HILTON</b>	Steve	Facilities Manager (I.T)	Network Rm	333
<b>HOLIFIELD</b>	Keith		Rm 17	117
<b>HUMPHREYS</b>	Josh	Rugby Development Officer	In / Outdoor	151 / 153
<b>HURLOW</b>	Angela	Kitchen	Kitchen	190
<b>JENKINS</b>	Katie	Year 7 Progress Manager/Maths	Rm 41	141
<b>JOHN</b>	Sarah	Head of Maths	Rm 7	107
<b>JONES</b>	Dan	Humanities	Rm H1	181
<b>JONES</b>	Emma	Attendance Officer	Rm 8	108
<b>JONES</b>	Lisa	Ty Dysgu	Up/down	185/186
<b>JONES</b>	Phil	D&T/Art/Engineering	Rm 25	125
<b>JONES</b>	Bobbie	Maths	Rm 37	137
<b>JONES</b>	Thomas	Maths	9/7	107/109
<b>JONES</b>	Heather	Maths	16/21	116/121
<b>LANGLEY</b>	Ritchie	Network Manager	Network Rm	333
<b>LEES</b>	Sarah	Science	Rm 33	133
<b>LLEWELLYN-LLOYD</b>	Jessie	French	11	111
<b>LEWIS</b>	Lyn	School Nurse	Nurse	199
<b>MATTHEWS</b>	Kate	Welsh	Rm 15	115
<b>MCCALLUM</b>	Ian	TAC Team	Rm 8	208
<b>MIDDLETON</b>	Claire	Art	Rm 22	122
<b>OSBORNE</b>	Hannah	English	Rm 3	103
<b>PALMER</b>	Annette	Home Economics	Rm 18	118
<b>PATON</b>	Kay	Drama	Rm 1	101
<b>PARRY</b>	Claire	Pastoral Officer	Rm 8	308
<b>PEARCE</b>	Jane	Welsh	Rm 13	113
<b>RADFORD</b>	Bridgette	STF	STF	170
<b>REES</b>	Rebecca	Maths	Rm 40	140
<b>ROBERTS</b>	Eleanor	English	Rm 4	104
<b>RUDDY</b>	Steve	Physics	Rm 39	139
<b>THOMAS</b>	Esyllt	Welsh		

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<b>TITHECOTT</b>	Rachel	Physics	Rm 35	135
<b>VENKIAH</b>	Kris	DT/IT	DT/IT	123
<b>WHEELER</b>	Sophie	English	10a	210
<b>WILCOX</b>	Laura	Girls PE/Progress manager	In / Outdoor	150 / 152
<b>WOOD</b>	Michelle	Biology	Rm 38	138
<b>CARETAKERS</b>				200
<b>ROOM 2</b>			Rm 2	102
<b>ROOM 2A</b>		Pupil support	Rm 2a	202
<b>ROOM 8</b>		Emma/Iain	Rm 8	108/208
<b>ROOM 8</b>		Claire Parry/Progress Managers	Rm 8	308
<b>ROOM 10</b>			Rm 10	110
<b>ROOM 10A</b>		English Support	Rm 10a	210
<b>ROOM 16</b>		English/Maths Support	Rm 16	116
<b>ROOM 16A</b>		English/Maths Support	Rm 16a	216
<b>ROOM 21/22</b>		Art	Rm 21/22	121/122
<b>ROOM 23/24/25</b>		D&T/ICT 23	Rm 23/24/25	123/124/125
<b>EXAMS ROOM</b>			Rm 2b	302
<b>ICT ROOMS</b>		17/19/26/31		117/119/126/131
<b>ICT HELPDESK</b>				333
<b>KITCHEN</b>		Office		190
<b>LIBRARY</b>			Rm 45	145
<b>LIBRARY CLASS IT</b>			Rm 46	146
<b>NUMERACY</b>				143
<b>NURSE</b>		Lyn Lewis		199
<b>P.E. BOYS</b>		Boys Indoor / Outdoor		151 / 153



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<b>P.E. GIRLS</b>	Girls Indoor / Outdoor		150 / 152
<b>REPROGRAPHICS</b>			144
<b>SCIENCE</b>	Prep Room (downstairs)	Rm 33a	233
<b>SCIENCE</b>	Prep Room (upstairs)	Rm 38a	238
<b>STAFF ROOM</b>		Rm 47	147
<b>STAGE</b>	Room 27/Drama		127
<b>DRAMA CONTROL ROOMS</b>	Drama	101a	201
<b>STF DOWNSTAIRS</b>	Office/Classroom/kitchen		170/171/172
<b>STF COM ROOM</b> upstairs			173
<b>HUMANITIES</b>	H1/H2/H3/H4		181/182/183/184