

## Ysgol Gwenffrwd following Welsh Government and FCC guidelines in planning for **LOCKDOWN PROCEDURES**

All FCC schools should consider the need for robust and tested **school lockdown procedures**. 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 in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

- Ysgol Gwenffrwd has a lockdown plan.
- Flintshire County Council should be notified via the 'School Emergency' phone number- any information will be logged (if possible) on the FCC School Website under **EMERGENCY CLOSURES** (same as with the Snow !!) so that parents may access
- FCC advice : Pupils will not be released to parents during a lockdown;.
- **FCC advice states:** Communication between Parents and the School will be as follows:- School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents eg by newsletter. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable- through FCC Website- Emergency school closures. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about 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 for you to come get your children, and where this will be from.

The communication with parents' part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that anything 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...'*

Stay Safe': procedures :

'Stay Safe' principles (**Run Hide Tell**) are incorporated within Ysgol Gwenffrwd's lockdown plan- involving safe areas within the school's building.