



Cardiff West Community High School

Lockdown Policy 2026-27

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CARDIFF WEST COMMUNITY HIGH SCHOOL

Lock Down Policy and Procedures (Safe and Secure Situation)

Rationale:

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

In the event of a serious emergency the Headteacher, members of Senior Leadership Team and the Estates team will:

- Notify the police and determine a course of action
- Establish and activate the school lock down / in-evacuation procedure
- Establish as much information about the incident as possible
- Assess any injuries to pupils, staff and visitors
- Assess any damage to school buildings and property
- Assess school security procedures and the welfare and safeguarding of pupils, staff and visitors
- Notify parents/carers of the lock down / in-evacuation
- Liaise with the Local Authority, Emergency Services, Health Authority etc.

Notification of Lockdown:

Staff will be notified lockdown procedures are to immediately take place by the school tannoy system and over the radio – 3 blasts of the alarm sound followed by the announcement 'this is a 'triple S' situation. Please move to the nearest room and lock all doors'.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the outside areas i.e. Sports pitches, playground, MUGA as quickly as possible and the locking of the school's offices, connecting doors and all outside doors / shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are secured where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the alarm is raised.
4. A register should be taken and, if practicable, staff should notify the administration staff that they have entered lockdown and the names of those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or a member of the Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

Staff Roles:

1. Senior Leadership Team to monitor site security through the use of CCTV and liaise with necessary external agencies
2. Administration staff ensures that their office(s) are locked, and appropriate emergency service/LA silver officer called.
3. Estates team member on site locks the school's front doors and entrances.
4. Estates Manager to close main school gates if safe to do so.
5. Individual teachers / classroom staff to close classroom door(s) and windows.

Communication with parents:

- Parents and carers will be notified as soon as it is practical to do so via the school's established communication networks
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services
- A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances

Lockdown drills:

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. These drills will be recorded and evaluated on the Lock Down / In-Evacuation Evaluation Form shown as Appendix A

Appendix A

Lockdown Drill & Evaluation

Drills should be conducted to simulate conditions where the school is required to 'lock-down' the building and ensure all pupils, staff and visitors are safe and inside the building. Lock down procedures are practiced ensuring all staff are conversant with the premises lock down / in-evacuation procedures and to take part in lock down drills at least once per year.

The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

Lockdown drills and practice in-evacuations should not be used to embarrass staff, or unduly inconvenience people. However, they are crucial in testing local procedures for in-evacuation and highlighting problem areas which may need addressing – lessons learnt approach.

Ideally, most people should be aware that a lock down drill is due to take place, in order to minimise any adverse effects and provide staff with time to ensure they are familiar with alternative access routes. It may not always be possible to pre-alert everyone.

Debriefs on the effectiveness of the drills should be carried out so that any in-evacuation procedures can be changed if necessary. This can be achieved by asking staff if there were any issues or concerns.

Date and Time	Person Responsible for Drill	Number of Staff Involved	Time Taken to In-Evacuate	Time Taken to Secure the Building
Simulation (i.e. during recreational break times, during lessons etc.) Communication Method used?				
Assessment of Drill				
Recommendations or further actions required.				