Polisi Cloi mewn Argyfwng
Lockdown Policy

Ysgol Babanod Morfa Nefyn

1. Cefndir

Ar adegau prin iawn, efallai y bydd angen cau'r ysgol fel nad yw'n bosib i unrhyw un gael mynediad o'r tu allan. Bydd hyn yn sicrhau bod disgyblion, staff ac ymwelwyr yn ddiogel mewn sefyllfaoedd lle mae perygl ar dir yr ysgol neu yng nghyffiniau'r ysgol.
Dylai gweithdrefnau Cloi mewn Argyfwng gael eu hystyried yn ymateb synhwyrol a chymesur i unrhyw ddigwyddiad allanol neu fewnol sydd â'r potensial i beri bygythiad i ddiogelwch staff a myfyrwyr yr ysgol. Nod y gweithdrefnau yw amharu cyn lleied â phosibl ar yr amgylchedd dysgu, wrth sicrhau diogelwch yr holl ddisgyblion a'r staff. Gellid bod angen gweithredu gweithdrefnau Cloi mewn Argyfwng ar gyfer nifer o sefyllfaoedd, ond gallai rhai o'r rhai mwyaf nodweddiadol fod:

- yn cael gwybod am ddigwyddiad/aflonyddwch sifil yn y gymuned leol (gyda'r potensial i beri risg i staff a disgyblion yn yr ysgol);
- Rhywun heb ganiatâd ar safle'r ysgol (gyda'r potensial i beri risg i staff a disgyblion);
- Rhybudd yn cael ei dderbyn ynglŷn â risg yn lleol, o lygredd aer (pluen fwg, cwmwl nwy ac ati);
- Tân mawr yng nghyffiniau'r ysgol;
- Ci peryglus yn crwydro'n rhydd gerllaw'r ysgol.

2. Rhoi gwybod bod angen Cloi mewn Argyfwng

Cenir cloch yr ysgol am gyfnodau byr iawn i hysbysu staff bod rhaid rhoi'r weithdrefn cloi mewn argyfwng ar waith ar unwaith. Bydd staff y Swyddfa yn defnyddio'r ffôn mewnol i hysbysu oedolion o fewn yr Ysgol drwy ddweud 'CLOI MEWN ARGYFWNG LLAWN/RHANNOL' ac anfonir neges destun ac e-bost i'r holl staff ar unwaith.

3. Rheoli sefyllfa Cloi mewn Argyfwng

Caiff y sefyllfa ei rheoli gan yr uwch dîm rheoli a dylai'r holl staff barhau mewn safle Cloi mewn Argyfwng hyd nes i aelod o'r uwch dîm rheoli ddweud fel arall wrthynt.

3.1 Rolau staff unigol:

- Dylai staff blaen y Swyddfa sicrhau bod eu Swyddfa yn cael ei chloi, galw'r heddlu ar unwaith os oes angen a hysbysu aelodau'r uwch dîm rheoli.
- Dylai'r pennaeth/uwch dîm rheoli neu aelod o staff y Swyddfa gloi'r drysau allanol a mynedfeydd yr ysgol.
- Dylai Staff unigol mewn ystafelloedd dosbarth gloi/cau drws (drysau) dosbarth a ffenestri.
- Y staff arlwyo i gloi pob drws i'r gegin a diffodd y goleuadau.

4. Cynllun Cloi mewn Argyfwng

4.1 RHANNOL

Hysbysiad a roddir i staff: ' CLOI'N RHANNOL MEWN ARGYFWNG '

Gall hyn fod o ganlyniad i ddigwyddiad/ymyrraeth sifil yn y gymuned leol sydd â'r potensial i beri risg i staff a disgyblion yn yr ysgol. Gall hefyd fod o ganlyniad i dderbyn rhybudd ynghylch perygl llygredd aer ac ati.

Gweithredu ar unwaith:

• Pob gweithgaredd awyr agored yn dod i ben ar unwaith, disgyblion a staff yn dychwelyd i mewn i'r adeilad;
• Holl staff a disgyblion i aros yn yr adeilad a chloi'r drysau allanol a ffenestri;
• Yn ddibynnol ar yr amgylchiadau mae'n bosib gellir caniatáu symud yn rhwydd o fewn yr adeilad

Mae pob sefyllfa yn wahanol. Pan fydd yr holl staff a disgyblion yn ddiogel y tu mewn, bydd uwch dîm rheoli'r Ysgol yn cynnal asesiad risg parhaus a deinamig yn seiliedig ar gyngor gan y gwasanaethau brys. Gellir cyfleu hyn i'r staff a'r disgyblion.

Mae 'Cloi'n rhannol mewn Argyfwng' yn fesur rhagofalus ond mae'n rhoi'r ysgol mewn sefyllfa o barodrwydd (wrth gadw rhywfaint o normalrwydd) pe bai'r sefyllfa'n gwaethygu.

Os oes problem llygredd aer, gellir cau fentiau awyr (lle bo modd) fel rhagofal ychwanegol. Bydd y gwasanaethau brys yn cynghori ynghylch y ffordd orau o weithredu mewn perthynas â'r bygythiad sy'n bodoli.

4.2 CLOI'N LLAWN MEWN ARGYFWNG

Hysbysiad a roddir i staff: CLOI'N LLAWN MEWN ARGYFWNG

Golyga hyn bod bygythiad uniongyrchol i'r ysgol ar hyn o bryd a gall fod yn gam ymlaen o sefyllfa o Gloi Rhannol mewn Argyfwng.

Gweithredu ar unwaith:

Pob disgybl i ddychwelyd i'r ystafell agosaf (ystafell ddosbarth, ystafell diwtor neu leoliad arall y cytunwyd arno e.e. chwaraeon/gwasanaeth/neuadd fwyta);

- Drysau allanol wedi'u cloi. Drysau ystafell ddosbarth wedi'u cloi (lle mae aelod o staff â goriad yn bresennol); Mae ffenestri wedi'u cloi, llenni wedi'u tynnu, disgyblion yn eistedd yn dawel allan o olwg ffenestri/drysau allanol (e.e. o dan ddesg neu o amgylch cornel). Goleuadau, byrddau clyfar a sgriniau cyfrifiaduron wedi'u diffodd;
- Y gofrestr wedi' cwblhau - gall y Swyddfa gysylltu â phob dosbarth yn ei dro i gael adroddiad presenoldeb;
- Bydd disgyblion neu staff nad ydynt yn y dosbarth am ryw reswm pan genir yr arwydd argyfwng (e.e. gan eu bod yn y toiled) yn mynd i'r ystafell ddosbarth agosaf ac yn aros yno.
- Dylai staff a disgyblion aros yn y fan a'r lle nes eu bod yn cael gwybod fel arall gan un ai aelod o'r UDRh neu'r gwasanaethau brys. Os yw'r larwm tân yn canu ar unrhyw adeg yn ystod y cyfnod o Gloi mewn Argyfwng dylid gadael yr adeilad ar unwaith.
- Os yw'n ymarferol, dylai staff roi gwybod i'r swyddfa flaen dros y ffôn eu bod wedi Cloi mewn Argyfwng ac os oes yna ddisgyblion heb gyrraedd y dosbarth.
- Yn ystod y cyfnod Cloi mewn Argyfwng bydd y staff yn cadw llinellau cyfathrebu cytunedig ar agor ond ni fyddant yn gwneud galwadau diangen i'r swyddfa ganolog rhag peri oedi o ran cyfathrebu pwysicach.
  NI DDYLAI UNRHYW UN SYMUD O GWMPAS YR YSGOL
- Staff i gefnogi plant i gadw'n dawel a llonydd.
- Cyn gynted ag y bo modd ar ôl i'r cyfnod Cloi mewn Argyfwng ddod i ben dylai athrawon a disgyblion ddychwelyd i'w ystafelloedd cofrestru arferol er mwyn gallu galw'r gofrestr a rhoi gwybod i'r Swyddfa ar unwaith am unrhyw ddisgyblion na chawsant eu cyfrif.

5. Gwasanaethau Brys

Mae'n bwysig parhau i gyfathrebu â'r Gwasanaethau Brys gan mai hwy sydd yn y sefyllfa orau i gynnig cyngor wrth i sefyllfa ddatblygu. Yn ddibynnol ar ddifrifoldeb y sefyllfa gall y gwasanaethau brys fod yn amgylchynu'r Ysgol ac yn atal unrhyw un ddod at y safle. Byddant yn cefnogi penderfyniad y Pennaeth ynglŷn ag amseriad cyfathrebu â rhieni.

Os bydd y sefyllfa'n parhau'n hir neu'n fwy difrifol, gall yr awdurdod lleol ddarparu cymorth dyngarol drwy sefydlu Canolfan dderbyn ar gyfer teulu a ffrindiau y tu allan i'r ardal sydd wedi'i hamgylchynu.

6. Cyfathrebu â Rhieni

Dylid rhannu gwybodaeth â rhieni ynghylch y weithdrefn Cloi mewn Argyfwng ac yn benodol ynghylch y trefniadau ar gyfer cyfathrebu â'r rhieni mewn sefyllfa o'r fath, yn rheolaidd naill ai drwy gylchlythyr arferol neu drwy wefan yr ysgol.

Os digwydd sefyllfa Cloi mewn Argyfwng , dylid rhoi gwybod i'r rhieni am unrhyw ddigwyddiad neu ddatblygiad cyn gynted ag sy'n ymarferol gwneud hynny. Mae'n amlwg y bydd rhieni'n poeni ond bydd cyfleu gwybodaeth gywir yn rheolaidd yn helpu i leddfu gormod o bryder.

Dylid rhoi digon o wybodaeth i rieni am yr hyn fydd yn digwydd er mwyn iddynt:

- Fod yn dawel eu meddwl bod yr ysgol yn deall eu pryder am les eu plentyn, ac yn gwneud popeth posibl i sicrhau ei d/ddiogelwch;
- Beidio cysylltu â'r ysgol. Gallai galw'r ysgol glymu llinellau ffôn sydd eu hangen i gysylltu ar y Gwasanaethau Brys;
- Beidio dod i'r ysgol. Gallent ymyrryd â mynediad y Gwasanaethau Brys i'r ysgol a rhoi eu hunain ac eraill mewn perygl;
- Aros i'r ysgol gysylltu â nhw ynghylch pryd mae'n ddiogel iddyn nhw ddod i nôl eu plant, ac o le y dylent eu nôl

Mae'r ysgol yn deall bod rhieni'n poeni am les eu plant ac fe fydd popeth posib yn cael ei wneud i sicrhau diogelwch y disgyblion. Fodd bynnag, bydd angen i'r rhieni ddeall os yw'r ysgol mewn sefyllfa Cloi mewn Argyfwng Llawn ni fydd unrhyw un o bosib yn ymateb i alwadau ffôn, bydd y drysau allanol ar glo ac na fydd neb yn cael mynd i mewn nac allan o'r adeilad.

7. Ymarferion Cloi Mewn Argyfwng

Bydd ymarferion Cloi mewn Argyfwng yn digwydd o leiaf unwaith y flwyddyn er mwyn sicrhau bod pawb yn gwybod yn union beth i'w wneud mewn sefyllfa o'r fath. Bydd yr ymarferion yn cael eu monitro a rhoddir adborth i staff fel bod modd gwella'r weithdrefn lle bo'r angen

8. Adolygu'r Polisi a'r weithdrefn

Bydd y polisi a'r gweithdrefnau hyn yn cael eu hadolygu'n flynyddol fel rhan o'r cynllun tân a gadael brys a'r polisi Iechyd a Diogelwch

1. Background

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.
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 students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

2. Notification of a Lockdown situation

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of the School bell from halls and playground. The internal phone system will also be used by office staff who will inform adults by stating' ATTENTION PARTIAL/FULL LOCK DOWN' and a similar text message and email will be sent to all staff immediately.

3. Management of a Lockdown Situation

The situation will be managed by the Senior Management Team and all staff should remain in Lockdown positions until being given the all clear by a member of the SMT.

a. Individual Staff Roles:

- Front office staff ensure that their office(s) are locked, police called immediately if necessary and Senior Management Team members informed.
- Head/SMT or office staff member locks the school's front doors and entrances.
- Individual staff within classrooms to lock/close classroom door(s) and windows.
- Catering Staff to lock all doors to kitchen and turn off lights.

4. Lockdown Plan

4.1 Partial Lockdown

Alert to staff: 'PARTIAL LOCKDOWN'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:
- All outside activity to cease immediately, pupils and staff return to building;
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, senior staff will

conduct an ongoing and dynamic risk assessment based on advice from emergency services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

4.2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may or may not be an escalation of a partial lockdown.

Immediate action:

- All pupils return to nearest base (classroom, tutor room or other agreed location eg sports/ assembly/ dining hall);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight are positioned away from possible sightlines from external windows/doors(eg under desk or around a corner). Lights, Smart boards and computer monitors to be turned off;
- Register taken - the office will contact each class in turn for an attendance report;
- Pupils 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 siren goes.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- If practicable staff should notify the front office by phone that they have entered full lockdown and those pupils not accounted for.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.
  NO ONE SHOULD MOVE ABOUT THE SCHOOL
- Staff to support children in keeping calm and quiet.
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

5. Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. 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. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

6. Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website.

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. 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 what 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 them to come and collect their children, and where this will be from.

The school understands parents concern for their children's welfare and will ensure that everything that can possibly be done to ensure children's safety will be done. However parents will need to respect that if the school is in a full lockdown situation, the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out of the school.

7. 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.

8. Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy