

Polisi Llwyrgloi Ysgol Gyfun Gŵyr 2023-24 (*Lockdown Policy*)

Rationale

Pwrpas y cynllun hwn yw lleihau effaith argyfwng ar ddisgyblion, staff, rhieni, gwarcheidwaid, llywodraethwyr a'n cymuned mewn achlysur o argyfwng. Mi fydd y cynllun yn caniatáu i gymuned yr ysgol symud i weithredu'n rhagweithiol wrth wneud penderfyniadau, egluro'r argyfwng a chyfathrebu gyda chyrrff perthnasol. Mi fydd y Llywodraethwyr yn adolygu'r polisi cynllunio hwn yn flynyddol gyda chynghor wrth aelodau o'r Tîm Rheoli Uwch. Mae'r cynllun hwn wedi ei greu ar y cyd gyda'r cynllun parhad busnes.

O bosib mi fydd amgylchiadau prin ac anghyffredin yn codi a bydd angen i'r ysgol weithredu 'lockdown' mewn sefyllfa elyniaethus neu fygythiol. Diffinnir **cloi lawr (lockdown)** gan NaCTSO ***“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...”***

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 'lockdown' 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...”

Nid y staff sy'n penderfynu ar eu liwt eu hunain pan fydd sefyllfa **cloi lawr** yn dirwyn i ben. Dim ond y Pennaeth neu gynrychiolydd sy'n penderfynu ac mi fydd yr ysgol yn derbyn y wybodaeth gyda **10 curiad ar y gloch** a bydd cyd-gysylltu a chyfathrebu ar y ffôn/e-byst yn digwydd gyda chyd-gysylltwyr penodedig o fewn yr

adeiladau allanol. Disgwylir i'r cyd-gysylltwyr dad-gloi y drysau allanol a chyfleu'r neges i bawb yn yr adeilad.

Staff will not independently decide when the 'lockdown' situation has ended. The ending of the 'lockdown' will be decided by the Headteacher or representative alone and staff will be informed via **the ringing of the bell with 10 pulsed rings** and also designated co-ordinating staff will be contacted in the buildings by phone/e-mail to un-lock the external doors and also communicate with others in the building to update them.

Adolygir y polisi a'r canllawiau'n flynyddol neu yn dilyn digwyddiad (Gweler Atodiad A). Mi fydd yr adolygiad yn cynnwys pob cynrychiolydd o'r Tîm Rheoli Uwch, staff enwebedig a rhanddeiliaid eraill.

The policy and procedures will be reviewed every year 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.

Cynllunio cyfwng a chyfarwyddyd mewn Argyfwng/Trychineb Emergency/Disaster contingency planning and guidance

Dylai ysgolion fod mewn sefyllfa o fedru ymateb yn syth i ddigwyddiad sydd a'r potensial i fod yn argyfyngus. Dylai gwirio'r gofynion I&D drwy bolisiâu a chanllawiau'r ysgol, ar y cyd gyda'r wybodaeth ddiweddaraf a chanllawiau gwacau, estyn cymorth i ymateb mewn sefyllfaoedd arbennig. Er hynny, dylai'r ysgol fedru ymateb i sefyllfaoedd annisgwyl ar y cyd ac mewn dull effeithiol. Dylid gweithredu **cloi lawr** pan fo sefyllfa'n codi **sydd angen arwahanrwydd (yn hytrach na gwacau)** staff, disgyblion ac eraill bant oddi wrth y digwyddiad bygythiol.

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through 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 students and others away from an identified threat.

Yn dilyn y digwyddiad/After an incident

Rhaid i'r ysgol gwblhau log digwyddiad (Atodiad A) yn dilyn digwyddiad sy'n arwain at **gloi lawr**. Rhaid i'r broses gynnwys mewnbwn y Tîm Rheoli Uwch. Rhaid cwblhau'r log o fewn 24ain awr o'r digwyddiad er mwyn sicrhau eglurder y manylion. Rhaid nodi pwyntiau gweithredu fel canlyniad i'r arfarniad, i'w gwblhau o fewn yr amseriad sydd wedi ei gytuno. Rhaid i gopi o'r ffurflen digwyddiad gael ei ddanfon at Adran Iechyd a Diogelwch yr Awdurdod.

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 the Authority's Corporate Health, Safety and Wellbeing Service.

Y mae bygythiad i ddiogelwch unigolion ar y safle hwn yn cynnwys/

Threats to the safety of individuals on this site include;

- Trais ac ymosodiad gan unrhyw berson/
Violence and assault caused by any person
- Difrod neu fandaliaeth bwrpasol neu ddamweiniol i'r safle'n gyfan neu'n rhannol.
Intentional destruction or vandalism or accidental damage to all or part of the school/site
- Digwyddiad o Warchae/gwystl - Siege/hostage incident
- Aflonyddwch sifil neu derfysgaeth/Civil disturbances and terrorism
- Anifeiliaid Peryglus/Dangerous Animals
- Gweithred droseddol **gydag arfau**/A criminal act **where weapons are used**
- Lluched/Tywydd llym /Lightning/Severe weather
- Amodau allanol lle cynghorir gan yr heddlu **neu asiantaeth allanol**/External circumstances as advised by police **or other agency**

Fe all ganllawiau **cloi lawr** gynnwys rhan o'r adeilad neu'r ysgol yn gyfan. Mi fydd Ysgol Gyfun Gŵyr yn ymateb i faterion trwy ddefnyddio'r canllawiau **cloi lawr**.

A lockdown procedure may involve part or whole of the school. Ysgol Gyfun Gŵyr will respond to these issues with the use of a lockdown procedure (LDP).

Ymateb syth i bob argyfwng

Instant Response To All Emergencies

Mae'n angenrheidiol i ymateb i unrhyw argyfwng yn amserol, gyda chysondeb, yn broffesiynol ac ar y cyd mewn ffordd sy'n lleihau effaith ar aelodau ein cymuned. Mi fydd yr ymateb i argyfwng yn ddibynnol ar natur y digwyddiad argyfyngus. Mewn achlysur o **gloi lawr** mi fydd yr unigolyn sydd â'r cyfrifoldeb pennaf yn hysbysu staff **trwy ganu'r gloch gyda 30 curiad ar y gloch am gyfnod parhaus. Mi fydd yr unigolyn yma (neu gynrychiolydd) yn cysylltu â chydgyssylltwyr yn yr adeiladau drwy'r ffôn/e-bost i'r ystafell ddosbarth lle bo'n bosib. Disgwylir i'r cyd-gysylltwyr weithredu ar gyfarwyddiadau'r Pennaeth heb oedi.**

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 (or representative) will alert staff through **ringing 30 continuous pulsed rings on the school bell. Communication will also be used through telephoning/e-mail all the co-ordinators around the buildings to the classroom where possible. It is expected that all co-ordinators action all the Headteacher's instructions immediately.**

1. Potensial o fygythiad tân/bom lle mae angen gwacau'r adeiladau ar frys yn unol â Chanllawiau Gwacau mewn Argyfwng neu -
A potential fire/bomb threat where immediate evacuation of the buildings is required in line with the school's EAP procedures or -
2. Yr angen am **gloi lawr** lle mae angen cyfyngiant syth o bersonau o fewn yr adeiladau.
The need for a 'lockdown' where immediate containment of all people within the building is required.

Mi fydd derbyn gwybodaeth berthnasol yn promptio'r ysgol i weithredu'r canllawiau **cloi lawr**. Ar sail hwn, gweithredir y canllawiau canlynol ar achlysur o unrhyw hunan-ddatganiad neu ddatganiad o argyfwng:

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

1. Y Pennaeth (neu gynrychiolydd) i ddatgan **COD GOCH**, a lle bo'n berthnasol i ffonio 999 a gofyn am y gwasanaethau brys perthnasol fydd eu hangen. Mewn achlysur lle nad yw naill y Pennaeth neu'r Dirprwy yn bresennol, mi fydd y cyfrifoldeb yn cwmpo i'r aelod mwyaf profiadol o'r Tim Rheoli Uwch.

The Headteacher (Deputy Headteacher in their absence) will declare a **CODE RED**, and where appropriate, dial 999 and request the appropriate emergency services that will be required. In the event that the Headteacher or Deputy Headteacher is absent, this responsibility will fall to the most experienced member of the Senior Management Team.

2. Mi fydd y Pennaeth yn galw pob aelod perthnasol o Dîm Rheoli Uwch yr ysgol at eu gilydd (Gareth Williams, Mary Moses, Rhodri Evans, Sara Thomas a Rhian Churchill) a'r Rheolwr Busnes yn syth at ei Swyddfa i drafod yr ymateb cychwynnol i'r argyfwng.

The Headteacher will summon all/relevant members of SMT (Gareth Williams, Mary Moses, Rhodri Evans, Sara Thomas a Rhian Churchill) and Business Manager immediately to his office as an initial response to the emergency.

3. Mi fydd y TRU yn ymgymryd â chyfrifoldebau am elfennau allweddol o'r ymateb cychwynnol i'r argyfwng fel:

- Pennaeth i gymryd cyfrifoldeb pennaf am y cyd-drefnu i ddelio gyda disgyblion, staff ac eraill ac am ddarparu gwybodaeth amserol, i'r Cadeirydd, y Cyfarwyddwr Addysg, yr Uned Ysgolion a Llywodraethu, o'r argyfwng.
- Y Dirprwy Pennaeth - I gario allan cyfarwyddiadau'r Pennaeth a dirprwyo ymateb syth i bob aelod o'r staff ac yn bennaf i gyd-gysylltwyr yr adeiladau (gyda chymorth staff gweinyddol). Noder isod rhestr o'r cyd-gysylltwyr sydd wedi eu lleoli yn yr adeiladau.
- Pob athro i ymateb yn amserol i gyfarwyddiadau a sicrhau bod pob disgybl wedi ei gyfrif amdano ac yn ddiogel.
- Rheolwr Busnes – ymgymryd a chyfathrebu amserol gyda'r gwasanaethau brys, sicrhau fod y llinellau ffôn yn glir ac ar gael.

SMT will take specific responsibility for key aspects of the emergency response as:

- Headteacher – responsible for overall co-ordination of the response in dealing with pupils and staff and others; and providing timely information to the Chair of Governors, Chief Education Officer and School Governor Unit, of the emergency.
- Deputy Headteacher – To carry out the instructions of the Head Teacher and delegate immediate response from to members of staff, in particular to the buildings co-ordinators (with the assistance of admin staff). Note the names of the co-ordinators below located in the buildings.
- All Teachers to timely respond to instructions ensuring all pupils are accounted for and remain safe.
- Business Manager – timely communication to emergency services, ensuring all phone lines are made available

Y staff canlynol i gloi drysau allanol y blociau addysgu (clo tro bys bawd ar bob drws allanol ac ystafelloedd addysgu) a chyfathrebu gyda swyddfa'r Pennaeth a chyfleu negeseuon ar ran y Pennaeth at weddill y staff o fewn yr adeilad. Os yn bosib i aros ger y drws allanol (allan o olwg) er mwyn gadael plant a staff I mewn i ddiogelwch yr adeilad lle bo'n berthnasol. Sicrhewch fod pob ffenestr ar gau a ffonau symudol yn dawel.

The following staff to lock all external doors (thumb turn mechanism on all external doors and classroom doors) then communicate with the Headteacher and also convey information to other staff within the building as necessary. If possible to stay close to the front door (out of view) in order to allow pupils and staff access to the safety of the building as appropriate. Ensure all mobile phones are put on silent mode.

Mi fydd staff swyddfeydd y Pennaeth yn cyfathrebu ar ran y Pennaeth gyda'r canlynol: The Headteacher's office staff will communicate on behalf of the headteacher with the following:

Beth Lewis/Susan Clement/Siwan Davies i gysylltu gyda'r adeiladau perifferi/
Beth Lewis/Susan Clement/Siwan Davies to liaise with the periphery buildings.

<p>Ardal 1 – Ieithoedd Modern/Neuadd Chwaraeon/Cabannau</p> <p>i. Janette Davies – Ieithoedd Modern</p> <p>ii. Sioned Parry a Adrian Killa (yr Hen Hafan)</p> <p>iii. Staff Add. Gorff (Y Neuadd Chwaraeon)</p>	<p>Rhifau Ffôn:-</p> <p>Janette Davies - 461</p> <p>Sioned Parry – 428</p> <p>Bethan Davies – 483</p> <p>Adrian Killa - 481</p>
<p>Ardal 2 – Gwyddoniaeth</p> <p>Jonathan Thomas a Anne Ivey gyda chymorth Louise James</p>	<p>Rhifau Ffôn:-</p> <p>Jonathan Thomas/Louise James – 491</p> <p>Anne Ivey - 493</p>
<p>Ardal 3 – Y Tŷ</p> <p>Jonathan Williams</p>	<p>Rhifau Ffôn:-</p> <p>Jonathan Williams - 331</p>
<p>Ardal 4 – Drama</p> <p>Lydia Jones</p> <p>Bethan Lilley</p>	<p>Rhifau Ffôn:-</p> <p>Lydia Jones – 401</p> <p>Bethan Lilley - 309</p>
<p>Ardal 5 – Llawr gwaelod yr hen floc dysgu</p>	<p>Rhifau Ffôn:-</p> <p>Catrin Davies - 317</p>

Catrin Davies a Siwan Davies	Siwan Davies - 334
Ardal 6 – Llawr cyntaf yr hen flocc dysgu – toiledau, swyddfeydd 5 ystafell addysgu Phil Morgan, Marie Davies, Rhiannon Cummins	Rhifau Ffôn:- Phil Morgan – 329 Marie Davies – 326 Rhiannon Cummins - 322
Ardal 7 – Gwyddoniaeth/Seicoleg Emyr Myers Mary Moses Eleri Williams	Rhifau Ffôn:- Emyr Myers - 498 Mary Moses - 303 Eleri Williams - 511
Ardal 8 – Celf/Tech Bwyd + Stordai/Swyddfeydd + toiled ar y grisiau David Richards a Lloyd Henry	Rhifau Ffôn:- David Richards - 411 Lloyd Henry – 311
Ardal 9 – Saesneg Rhiannon Lewis, Dawn Evans, Kate Smith	Rhifau Ffôn:- Rhiannon Lewis - 424 Dawn Evans - 427 Kate Smith - 422
Ardal 10 – DT + Cerdd (hen ffreutur) Aled Tinnuche, Rhodri Nicolls, Carwen George	Rhifau Ffôn:- Aled Tinnuche – 410 Rhodri Nicolls – 335 Carwen George - 471

<p>Ardal 11 Bloc Dyniaethau + cyfrifoldebau wrth y gatiâu mag-lock a'r llwybr cyhoeddus</p> <p>Angharad Stephens a Sara Owen</p>	<p>Rhifau Ffôn:-</p> <p>Angharad Stephens – 433</p> <p>Sara Owen - 431</p>
<p>Ardal 12 Mathemateg + cyfrifoldebau wrth y Gatiâu Mag-lock a'r heol gerllaw</p> <p>Y ddau berson “Pellaf” (gan gynnwys y toiledau) wedyn gwirio caban M1 a chabanau M2 + M3 Yn Y Trefn: JH/GB/BAJ/RJD/IGT/SAT</p> <p>Y Person cyntaf allan I agor y gatiâu - chymryd sylw ar sefyllfa'r heol ger y gatiâu mag-lock, croesi disgyblion ysgol gyfan yn ddiogel ar yr heol er mwyn ymgynnull ar y MUGA.</p>	<p>Rhifau Ffôn (Yn y trefn Ysgubo):-</p> <p>Jason Harris – 455</p> <p>Gwenno Bowen – 454</p> <p>Bethan Jones – 456</p> <p>Rob Davies – 457</p> <p>Iwan Thomas - 458</p> <p>Sara Thomas – 305</p> <p>Nick Howell – 451</p> <p>Gwenallt Jones – 459</p> <p>Liam Bunyan - 453</p>
<p>Ardal 13 Safle Canolfan y Chweched – y Lolfa + cyfrifoldebau wrth y gatiâu mag-lock</p> <p>Tim Davies</p> <p>Tim Davies ar wacau yr ardal uchod, yna mynd yn syth i estyn helpllaw i groesi disgyblion ysgol gyfan yn ddiogel ar yr heol er mwyn ymgynnull ar y MUGA.</p>	<p>Rhifau Ffôn:-</p> <p>Tim Davies – 330</p>
<p>Ardal 14</p> <p>Adeilad y Ffreutur a'r Block Addysgu New – Ystafelloedd Cymraeg</p>	<p>Rhifau Ffôn:-</p> <p>Anna Samuel - 501</p> <p>Crissley Jones - 503</p>

<p>Anna Samuel, Crissley Jones, Gareth Williams, Cheryl Davies – Rachel Nicholson/Gareth Williams i Ysgubo y Ffreutur/Gegin</p>	<p>Gareth Williams – 302 Rachel Nicholson - 502 Cheryl Davies/Ffreutur - 337</p>
<p>Area 1 – Modern Languages/Sports Hall/Music/Demountables</p> <ul style="list-style-type: none"> i. Janette Davies – MFL ii. Adrian Killa and Sioned Parry iii. PE Staff (Sports Hall) 	<p>Phone Numbers:-</p> <p>Janette Davies - 461 Sioned Parry – 428 Bethan Davies – 483 Adrian Killa - 481</p>
<p>Area 2 – Science</p> <p>Jonathan Thomas and Anne Ivey with support from Louise James</p>	<p>Phone Numbers:-</p> <p>Jonathan Thomas/Louise James – 491 Anne Ivey - 493</p>
<p>Area 3 – Y Tŷ</p> <p>Jonathan Williams</p>	<p>Phone Numbers:-</p> <p>Jonathan Williams - 331</p>
<p>Area 4 – Drama</p> <p>Lydia Jones and Bethan Lilley</p>	<p>Phone Numbers:-</p> <p>Lydia Jones – 401 Bethan Lilley - 309</p>
<p>Area 5 – Ground floor, old teaching block</p> <p>Catrin Davies and Siwan Davies</p>	<p>Phone Numbers:-</p> <p>Catrin Davies - 317 Siwan Davies - 334</p>

<p>Area 6 – First floor old teaching block + stores and toilets</p> <p>Phil Morgan, Marie Davies and Rhiannon Cummins</p>	<p>Phone Numbers:-</p> <p>Phil Morgan – 329</p> <p>Marie Davies – 326</p> <p>Rhiannon Cummins - 322</p>
<p>Area 7 – Science and Psychology</p> <p>Emyr Myers</p> <p>Mary Moses</p> <p>Eleri Williams</p>	<p>Phone Numbers:-</p> <p>Emyr Myers - 498</p> <p>Mary Moses - 303</p> <p>Eleri Williams - 511</p>
<p>Area 8 – Art/Food Tech. + Storerooms/ Office + toilet on stairs</p> <p>David Richards and Lloyd Henry</p>	<p>Phone Numbers:-</p> <p>David Richards - 411</p> <p>Lloyd Henry – 311</p>
<p>Area 9 – English</p> <p>Rhiannon Lewis, Dawn Evans, Kate Smith</p>	<p>Phone Numbers:-</p> <p>Rhiannon Lewis - 424</p> <p>Dawn Evans – 324</p> <p>Kate Smith - 422</p>
<p>Area 10 – DT + Music (Old Canteen)</p> <p>Aled Tinnuche, Rhodri Nicolls, Carwen George</p>	<p>Phone Numbers:-</p> <p>Aled Tinnuche – 410</p> <p>Rhodri Nicolls – 335</p>

	Carwen George - 471
<p>Area 11 New Teaching Block + responsibilities at the mag-lock gates</p> <p>Angharad Stephens and Sara Owen</p>	<p>Phone Numbers:-</p> <p>Angharad Stephens – 433</p> <p>Sara Owen - 431</p>
<p>Area 12 Sixth Form Study Centre building – study centre + responsibilities at the mag-lock gates</p> <p>The two "Furthest" people (including the toilets) check cabin M1 and cabins M2 + M3 - In the order:</p> <p>JH/GB/BAJ/RJD/IGT/SAT</p> <p>The first person out opens the gates and supervises the main road, ensuring that the pupils cross safely making their way to the MUGA.</p>	<p>Phone Numbers (in sweeping order):-</p> <p>Jason Harris – 455</p> <p>Gwenno Bowen – 454</p> <p>Bethan Jones – 456</p> <p>Rob Davies – 457</p> <p>Iwan Thomas - 458</p> <p>Sara Thomas – 305</p> <p>Nick Howell – 451</p> <p>Gwenallt Jones – 459</p> <p>Liam Bunyan - 453</p>
<p>Area 13 Sixth Form Centre – Lolfa and Café + responsibilities at the mag-lock gates</p> <p>Tim Davies</p> <p>Tim Davies following sweeping of own teaching area must immediately re-</p>	<p>Phone Numbers:-</p> <p>Tim Davies – 330</p>

<p>locate to cross pupils safely on the road to the fire assembly point (MUGA).</p>	
<p>Area 14</p> <p>New Dining Hall/Kitchen & Welsh Classroom Block</p> <p>Gareth Williams, Anna Samuel, Crissley Jones, Cheryl Davies – Rachel Nicholson/Gareth Williams to sweep the Ffreutur and Kitchen to ensure the area is evacuated</p>	<p>Anna Samuel - 501</p> <p>Crissley Jones - 503</p> <p>Gareth Williams – 302</p> <p>Rachel Nicholson - 502</p> <p>Cheryl Davies/Ffreutur - 337</p>

4. Yn ddibynnol ar amgylchiadau, cyd-gysylltir y digwyddiad argyfyngus o ardal benodedig yr ystyrir yn ddiogel. **Lle bo'n bosibl, mi fydd y cydgysylltu hyn yn digwydd o swyddfa'r Pennaeth.** Mewn achos o wacau cyd-gysylltir y digwyddiad o swyddfa'r Pennaeth neu leoliad dynodedig a bennir gan y gwasanaethau brys.

Depending on the circumstances, the emergency situation will be co-ordinated from a designated area that is deemed safe. **Where possible this will be in the Headteacher's office.** In the event of an evacuation of the school, the incident will be co-ordinated from the Headteacher's office or a place designated by emergency services.

5. Dylid gadael pob ymateb i'r cyfryngau ac unrhyw gyd-gysylltu a chyfathrebu cyhoeddus arall i fynd trwy ddwylo Rhodri Jones yr Awdurdod. All media responses and other public communications must be co-ordinated through Rhodri Jones, LA.
6. Rhaid i bob staff gyfarwyddo eu hunain gyda'r canllawiau hyn , dylid cadw copi yn ddiogel mewn pob ystafell ddosbarth, ardal waith, Swyddfa'r Pennaeth a Swyddfeydd Gweinyddol eraill.

All staff must familiarise themselves with these procedures, a copy of which will be held in every classroom, work area, Headteacher's office and admin offices.

Ffeil rheoli cloi lawr i gynnwys:

Lock Down Procedure Management File To include:

- Cynllun Parhad Busnes/Business Continuity Plan
- Log digwyddiad/ Incident Logs (Atodiad/Appendix A)
- Manylion rhifau ffôn estyniadau mewnol/Internal phone extension line numbers
- Cynllun safle ac adeiladau'r ysgol./Site and building plans of the school
- Pwyntiau diffodd mewn argyfwng y prif wasanaethau, Nwy, Olew, Trydan a Dŵr. Emergency isolation points for main services ie. Gas, Oil, Electricity, Water
- Manylion cyfathrebu gyda'r cyfryngau lleol/Communication details of local media contacts
- Manylion gwefan/Website information
- Rhestr argyfwng i gysylltu gyda staff, disgyblion a Llywodraethwyr/Staff, student and governor emergency contact list

Rhag-ofn bydd mynediad i'r ddogfen hon wedi ei rwystro, yna mi fydd copi o'r ffeil hwn yn cael ei ddal ar y J Drive o dan y teitl [CANLLAWIAU CLOI LAWYR](#)

In case of an emergency where access to the above is restricted, a copy of this file will be held electronically on the J Drive under Lockdown Procedures.

CANLLAWIAU CLOI LAWYR/LOCK DOWN PROCEDURES

COD/Code	LEFEL DIOGELWCH/Security Le	CYFATHREBU/Communication
Gwyrdd/ Green	<ul style="list-style-type: none"> • Cloi lawr ar ben • Ysgol yn ddiogel • Lockdown is concluded • School is safe 	<ul style="list-style-type: none"> • 10 curiad ar y gloch/y Pennaeth/TRU i gysylltu gyda'r cyd-gysylltwyr yn yr adeiladau • 10 pulsed rings of the bell/Phone call from Head Teacher/SMT to all other co-ordinators across school buildings

Cod Efydd/C Amber	<ul style="list-style-type: none"> • Byddwch yn barod am Gloi lawr o'r adeiladau • Prepare for building or area Lockdown 	<ul style="list-style-type: none"> • Galwad ffôn wrth y Pennaeth/TRU i'r cyd-gysylltwyr adeiladau • Phone call from Head Teacher/SMT to all buildings co-ordinators.
Cod Coch/ Code Red	<ul style="list-style-type: none"> • Gweithredwch Cloi lawr heb oedi. • Implement Lockdown procedures with immediate effect. 	<ul style="list-style-type: none"> • 30 curiad parhaol ar y gloch. • 30 pulsed rings of the school Bell. • Galwad ffôn wrth y Pennaeth/TRU i'r cyd-gysylltwyr adeiladau ac eraill. • Phone call from Head Teacher/SMT to all buildings co-ordinators and others.

Y Pennaeth/ Headteacher	<ul style="list-style-type: none"> • Gweithredu COD GOCH am Gloi lawr llawn neu'n rhannol. • Galw'r Tim Rheoli Uwch ynghyd ac estyn cyfarwyddiadau. • Gwneud yn siwr fod y Rheolwr Busnes wedi cysylltu gyda'r gwasanaethau brys. • Enwi'r ardal dynodedig fel pwynt cyfathrebu a gweithredu. • Delio gyda'r sefyllfa sydd ger bron os yn addas. • Cyfathrebu gwybodaeth i swyddogion perthnasol yr Awdurdod. • Initiate CODE RED for lockdown of full or partial school • Call the Senior Management Team together and convey instructions. • Ensure Business Manager has contacted the relevant emergency Services. • Identify designated area as operations and communication point. • Deal with given situation if appropriate. • Communication to senior LA Officers.
Dirprwy/TRU DH Teacher/SMT	<ul style="list-style-type: none"> • I gymryd gofal am ddiogelwch yr ystafelloedd dosbarth. • TRU i gwrdd yn yr ardal dynodedig fel pwynt cyfathrebu ac i dderbyn cyfarwyddiadau. • Dilyn cyfarwyddiadau'r Pennaeth a chyfleu gwybodaeth at y cyd-gysylltwyr ar draws yr adeiladau ac eraill perthnasol heb oedi yn

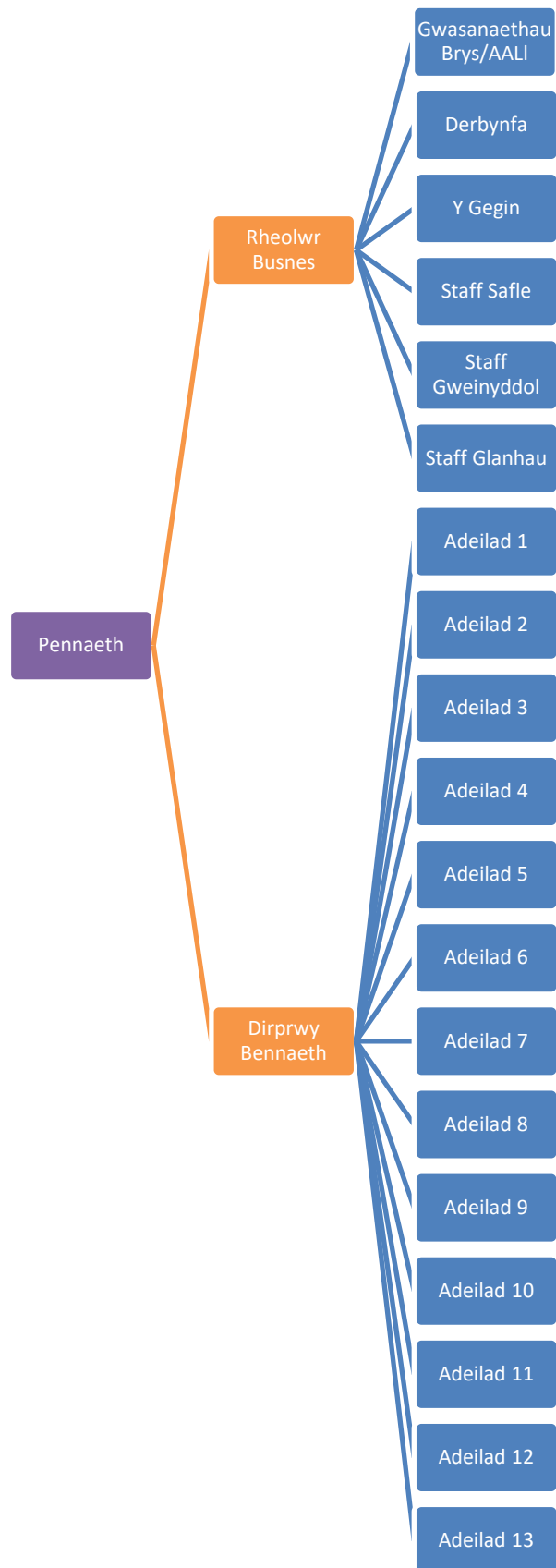
	<p>cynnwys staff y gegin, staff gweinyddol, staff glanhau a staff safle.</p> <ul style="list-style-type: none"> • Os yn ddiogel, gwirio bod gataiau a drysau allanol yr adeiladau ar glo (gyda chymorth eraill megis staff safle/gweinyddol). • To take lead on classroom security. • SMT, if possible, to assemble at designated communication area. • Take lead role on the communication of the Headteacher's instructions to the building's coordinators and relevant others including kitchen staff, admin staff, cleaning staff and site staff without delay. • If safe to do so, double check all exit gates and doors (with the assistance of others i.e. site and admin staff).
<p>Rheolwr Busnes/Business Manager</p>	<ul style="list-style-type: none"> • Gweithredu COD GOCH am 'gloi lawr' llawn neu'n rhannol. • Cysylltu gyda'r gwasanaethau brys perthnasol. • Sicrhau fod llinellau ffôn ar agor. • Cyfleu unrhyw wybodaeth i'r Pennaeth trwy gyd-gysylltu gyda chyd-gysylltwyr yr adeiladau. • Initiate CODE RED for lockdown of full or partial school buildings. • Contact appropriate emergency services. • Ensure phone lines are free. • Relay any relevant information from buildings coordinators' • to HT.
<p>Cyd-gysylltwyr yr Adeiladau/ Buildings Co-ordinators</p>	<ul style="list-style-type: none"> • I dderbyn gwybodaeth wrth y Pennaeth trwy naill y Dirprwy Bennaeth n neu gynrychiolydd bod angen gweithredu 'cloi lawr' heb oedi. • Cyfleu gwybodaeth wrth bawb yn yr adeilad penodedig am gychwyn a diwedd 'cloi lawr'. • Cloi drysau allanol yr adeilad penodedig ar gychwyn 'cloi lawr' ac yna agor y drysau ar ddiwedd 'cloi lawr'. • Gweithredu fel dolen-gyswllt yr adeilad benodedig a chyfleu gwybodaeth i'r Rheolwr Busnes am unrhyw beth perthnasol sy'n digwydd yn yr adeilad neu yng nghyffuniau'r adeilad yn ystod 'cloi lawr'. • Cymryd gofal ger y drws allanol i gymryd mwy o ddisgyblion mewnno'r tu allan petai'r achos yn codi.

	<ul style="list-style-type: none"> • To receive instruction from the Headteacher via either the Deputy Headteacher or representative of the need to action lockdown with immediate effect. • Communicate information to everyone in the building of the beginning of lockdown and the end of lockdown. • Lock all external doors at the beginning of lockdown and open once lockdown has ended. • Act as a contact link for the relevant building and communicate information to the Business Manager on anything relevant that is happening in the building or in the vicinity of the building during the lockdown. • Keep a close watch on the external door to take in more pupils from the outside if required.
Athrawon/CD Teachers/TAs	<ul style="list-style-type: none"> • Ar gychwyn 'cloi lawr', sicrhau fod pob disgybl yn aros yn yr ystafell ddosbarth a chyfarwyddo eraill (o bosib yn y corridor neu allan ar y buarth) i ddod i mewn i'r ystafell ddosbarth yn syth. • Sicrhau fod pob disgybl yn bresennol. • Cyfleu gwybodaeth wrth gyd-gysylltydd yr adeilad penodol os oes disgybl ar goll. • Estyn gwybodaeth i staff eraill bod COD GOCH yn weithredol. • Sicrhau fod pob ffenestr a drws ar glo. • Sicrhau fod blinds wedi eu cau. • Sicrhau fod y llinell ffôn yn glir (os yn berthnasol). • Cynnal awyrgylch dawel. • Os fydd disgybl neu aelod o'r staff sydd â gofynion meddygol yn teimlo'n sâl, rhowch wybod i gyd-gysylltydd yr adeilad ac arhoswch am gyfarwyddyd. • Gwnewch yn siŵr fod ffonau symudol yn dawel ond byddwch yn ymwybodol o bosib bydd defnydd ohono yn ystod yr argyfwng i gyfleu gwybodaeth i chi fesul neges destun. • Symudwch y disgyblion wrth y ffenestri.

	<ul style="list-style-type: none"> • Eisteddwch y disgyblion yn dawel ar y llawr. • Arhoswch am gyfarwyddyd pellach wrth gyd-gysylltydd yr adeilad. • On notification of CODE RED ensure all pupils remain or are brought into the classroom immediately. • Ensure every child in class is accounted for. • Notify the specific building coordinator of any pupils unaccounted for • Notify any staff unaware of the CODE RED • Ensure all doors and windows are locked • Ensure blinds are closed. • Maintain a free phone line (if relevant). • Maintain a calm atmosphere. • If any pupil or member of staff with medical needs becomes unwell, notify specific building coordinator and await instruction. • Ensure personal mobile phones are turned to silent but be aware that these may be used to communicate information to you via a text message. • Move pupils away from windows. • Sit pupils quietly on the floor. • Await further instruction.
Staff y Gegin/ Canteen Staff	<ul style="list-style-type: none"> • Ar dderbyn gwybodaeth fod COD GOCH yn weithredol dylid cloi y drysau allanol a'r ffenestri'n syth. • Troi bant offer y gegin. • Cadw disgyblion yn dawel. • Os fydd disgybl neu aelod o'r staff sydd â gofynion meddygol yn teimlo'n sâl, cyfleu gwybodaeth wrth y Rheolwr Busness (Est. 314) ac arhoswch am gyfarwyddyd pellach. • Arhoswch am gyfarwyddyd pellach. • On notification of a CODE RED lock all available doors and windows • Isolate all kitchen equipment.

	<ul style="list-style-type: none"> • Keep pupils calm. • If any pupil with medical needs becomes unwell, notify Business Manager on EXT 314 and await instruction • Await further instruction
<p>Unigolion bant o'r ystafell ddosbarth chwarae, amser cinio, dysu allanol.</p> <p>Persons away from Class eg play, lunchtime, outside learning</p>	<ul style="list-style-type: none"> • Disgyblion, staff, ymwelwyr nad sydd yn yr ystafell ddosbarth am unrhyw reswm i fynd yn syth i'r ardal fewnol agosaf os yn ddiogel i wneud hynny. Rhwch wybod i'r Rheolwr Busnes (Est. 314) am eich lleoliad. • Os yw staff yn ymwybodol nad yw staff eraill yn deall bod sefyllfa beryglus yn bodoli i ddisgyblion yna rhaid rhoi un chwythad gref ar y chwiban i dynnu sylw bod COD GOCH yn weithredol (Pob staff i gario chwiban ar y lanyard). • Dylid cerdded disgyblion yn dawel a threfnus i'r adeilad agosaf fesul y llwybr mwyaf diogel. • Rhwch wybod i'r Rheolwr Busnes am eich sefyllfa - Estyniad 314 neu'r Pennaeth Estyniad 301. • Y Pennaeth i ddechrau canllawiau COD GOCH • Pupils, 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. Inform the Business Manager on EXT 314. • If staff are aware of a given situation that poses significant risk to pupils they must blow one long blast on the whistle to alert other staff members of a CODE RED (All staff to carry on lanyard). • Walk children to the safety of the nearest school entrance via the safest route. • Notify the Business Manager through dialing EXT 314 or the Headteacher on EXT 301. • Head Teacher to initiate CODE RED procedures.

Strwythur Cyfathrebu Ffonau Mewnol – (Gweler Atodiad B am rhifau ffon yr estyniadau)
Internal Phone Communication Structure (See Appendix B for internal EXT numbers)



Atodiad A – Log y digwyddiad

Appendix A - Incident Log

Taflen Log/ Log Sheet	Ysgol Gyfun Gwyr	
Dyddiad/Date:		
TRU/SMT:		
Digwyddiad/ Incident Type:		
Amseriad Time From/To	Manylion/Detail:	Camau Gweithredu Action Taken
Crynodeb/Debriefing		
Dyddiad/Date:	Adroddwr/Reporter:	Gwasanaethau Cefnogi/Support Services:

Arfarnu/Evaluation:	
Pwyntiau Gweithredu/Action Points:	Dyddiad Cwblhau/Completion date:

A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service
healthandsafety@swansea.gov.uk

Appendix B – Rhifau Ffôn/Phone Numbers

Rhifau Staff 2023-2024

Am mwy o manylion am sut i defnyddio'r ffon / system ffon newydd - edrych mewn y ffolder Dolenni ar Desktop y cyfrifiadur

Tim Rheoli Uwch

Jeffrey	Connick	01792 977101	301	ConnickJ2@Hwbcymru.net
Gareth	Williams	01792 977102	302	WilliamsG503@Hwbcymru.net
Mary	Moses	01792 977103	303	MosesM5@Hwbcymru.net
Rhodri	Evans	01792 977104	304	EvansR554@Hwbcymru.net
Sara	Thomas	01792 977105	305	ThomasS643@Hwbcymru.net
Rhian	Churchill	01792 977106	306	ChurchillR4@Hwbcymru.net

Pennaethiad Blwyddyn

Lloyd	Henry	01792 977107	307	HenryA12@Hwbcymru.net
Sioned	James	01792 977108	308	JamesS252@Hwbcymru.net
Joanna	Connick	01792 977109	309	ConnickJ3@Hwbcymru.net
Emyr	Myers	01792 977110	310	MyersE16@Hwbcymru.net
Dai	Long	01792 977111	311	LongD4@Hwbcymru.net
Jan	Ohlsson	01792 977112	312	OhlssonJ1@Hwbcymru.net
Annette	Tilson	01792 977113	313	TilsonA1@Hwbcymru.net

Staff Admin ac Ategol

Ben	Roberts	01792 977114	314	RobertsB226@Hwbcymru.net
Beth	Lewis	01792 977115	315	LewisB199@Hwbcymru.net
Mari	Jones	01792 977116	316	JonesC2383@Hwbcymru.net
Catrin	Davies	01792 977117	317	DaviesC1509@Hwbcymru.net
Catrin	Jones	01792 977118	318	JonesC2080@Hwbcymru.net
Sian	Hinton	01792 977119	319	HintonS4@Hwbcymru.net
Susan	Clement	01792 977120	320	ClementS45@Hwbcymru.net
Leah	Johnson	01792 977121	321	JohnsonL144@Hwbcymru.net

Rhiannon	Cummins	01792 977122	322	WoodR57@Hwbcymru.net
Emma	Morris	01792 977123	323	MorrisE326@Hwbcymru.net
Sarah	Hartshorn	01792 977125	325	ReesS196@Hwbcymru.net
Marie	Davies	01792 977126	326	DaviesD970@Hwbcymru.net
Rosaleen	McDonell	01792 977127	327	McDonellR8@Hwbcymru.net

Brian	Thomas	01792 977128	328	ThomasB514@Hwbcymru.net
Philip	Morgan	01792 977129	329	MorganP163@Hwbcymru.net
Tim	Davies	01792 977130	330	DaviesT941@Hwbcymru.net
Jonathan	Williams	01792 977131	331	WilliamsJ1261@Hwbcymru.net

Louise	James	01792 977132	332	
Tom	Mills	01792 977133	333	MillsT@Hwbcymru.net
Siwan	Davies	01792 977134	334	DaviesS1026@Hwbcymru.net
Sarah	Green	01792 977136	336	GreenS3@Hwbcymru.net
Richard	Stephens	01792 977169	369	StephensR55@Hwbcymru.net
Rhodri	Moses-Nichols	01792 977149	349	NicholsR12@Hwbcymru.net

Cheryl	Davies	01792 977137	337	DaviesC2498@Hwbcymru.net
Michael	Field	01792 977138	338	FieldM4@Hwbcymru.net
Steve	Vaughan	01792 977139	339	VaughanH57@Hwbcymru.net
Garry	Richards	01792 977140	340	

Addysg Gorfforol

Sioned	Parry		482	Hancock528@Hwbcymru.net
Adrian	Killa		481	KillaA3@Hwbcymru.net
Bethan	Davies	01792 977183	483	Davies8519@Hwbcymru.net
Chloe	James		484	JamesC555@Hwbcymru.net
Dai	Long	01792 977111	311	LongD4@Hwbcymru.net

Cerdd

Carwen	George		471	GeorgeC239@Hwbcymru.net
Sian	Wynn		472	WynnS15@Hwbcymru.net

Cymraeg

Anna	Samuel		501	SamuelA22@Hwbcymru.net
Rachel	Nicholas		502	NicholsonR23@Hwbcymru.net
Crissley	Jones		503	JonesC3817@Hwbcymru.net
Emma	Morris	01792 977123	323	MorrisE326@Hwbcymru.net
Laura	Hughes		505	HughesL882@Hwbcymru.net
Aled	Francis		506	FrancisA47@Hwbcymru.net
Non	Lewis		507	LewisN271@Hwbcymru.net
Cymraeg 8	Office		508	

Drama

Lydia	Jones		401	JonesL1777@Hwbcymru.net
Bethan	Lilley		402	Lilley85@Hwbcymru.net

DT

Aled	Tinnuche		410	TinnucheA2@Hwbcymru.net
David	Richards		411	RichardsD80@Hwbcymru.net
Cara	Broome		412	BroomeC7@Hwbcymru.net
Caryl	Stevenson		413	StevensonC34@Hwbcymru.net
Lowri	Isaac		414	IsaacL40@Hwbcymru.net
Lloyd	Henry	01792 977107	307	HenryA12@Hwbcymru.net

Dyniaethau

Sara	Owen		431	OwenS369@Hwbcymru.net
Bethan	James		432	JamesB106@Hwbcymru.net
Angharad	Stephens		433	OwenA108@Hwbcymru.net
Angharad	Voyle		434	VoyleA9@Hwbcymru.net
Holly	Roberts		435	RobertsH600@hwbcymru.net
Catherine	Griffiths		436	GriffithsC841@Hwbcymru.net
Amber	Prosser		437	AmberP5@Hwbcymru.net
Joanna	Connick	01792 977109	309	ConnickJ3@Hwbcymru.net

Gwyddoniaeth

Jonathan	Thomas		491	ThomasJ870@Hwbcymru.net
Rhodri	Wall		492	WallR31@Hwbcymru.net
Ann	Ivey		493	IveyE@Hwbcymru.net
Rebecca	Richards		494	RichardsR35@Hwbcymru.net
Hywel	Longman		495	longmanh9@hwbcymru.net
Alun	Rennolf		496	RennolfA6@Hwbcymru.net
Ffion	Palmer		497	PalmerF17@Hwbcymru.net
Catrina	Jones		499	jonesc4695@hwbcymru.net
Emyr	Myers	01792 977110	310	MyersE16@Hwbcymru.net

leithoedd Modern

Janette	Davies		461	DaviesJ1313@Hwbcymru.net
Delyth	Mathias		462	MathiasD9@Hwbcymru.net
Sioned	James	01792 977108	308	JamesS252@Hwbcymru.net
Catrin	Emeterio		464	EmeterioC5@Hwbcymru.net

Mathemateg

Nickolas	Howell		451	HowellN10@Hwbcymru.net
Liam	Bunyan		453	BunyanL10@Hwbcymru.net
Gwenno	Bowen		454	BowenG93@Hwbcymru.net
Jason	Harris		455	HarrisJ241@Hwbcymru.net
Bethan	Jones		456	JonesB1412@Hwbcymru.net
Robert	Davies		457	DaviesR1799@Hwbcymru.net
Iwan	Thomas		458	ThomasI266@Hwbcymru.net
Gwenallt	Jones		459	JonesG1235@Hwbcymru.net

Saesneg

Nerys	Vebrell		421	VebrellN5@hwbcymru.net
Kate	Smith		422	SmithK499@Hwbcymru.net
Sara	Morgan		423	MorganS553@Hwbcymru.net
Rhiannon	Lewis		424	LewisR298@Hwbcymru.net
Lowri	Evans-Paynter		425	Evans-PaynterL7@Hwbcymru.net
Lauren	Prescott		426	PrescottL14@Hwbcymru.net
Dawn	Evans		427	EvansD962@Hwbcymru.net

Seicoleg, Cyfryngau a Busnes

Eleri	Williams		511	WilliamsE1170@Hwbcymru.net
Jan	Ohlsson	01792 977112	312	OhlssonJ1@Hwbcymru.net
Annette	Tilson	01792 977113	313	TilsonA1@Hwbcymru.net

TGCh

Gareth	Edmondson	01792 977194	440	EdmondsonG2@Hwbcymru.net
Emily	Studley		441	StudleyE9@Hwbcymru.net

Ystafelloedd

Ystafell Staff	Room	380
Ystafell Waith Staff	Room	381
Ystafell Cyfarfod	Room	382
Saesneg	Office1	383
Saenseg	Office2	306
Mathemateg	Office	385
leithoedd Modern	Office	386
Cymraeg	Office	387
Councilor	Office	388
Gyrfaoedd	Office	389
ADY	Swyddfa	390
Cymraeg 8	Office	508
Pennaeth Blwyddyn 12	Office	392
Pennaeth Blwyddyn 13	Office	393
Ystafell Dysgu y Ty	Room	394