

PARENTS/CARERS Re: Emergency Lock Down Procedures



As you may be aware, all schools must have a lockdown procedure in place in case of emergency. We will practice the procedure regularly with pupils so that they will know what to do should we ever need to use the lockdown procedure. This is done sensitively with children so as not to cause any distress, in the same way that we practice Fire Evacuation Procedures. Lockdown procedures are extremely vital and could be used in response to an internal or external incident which could be a threat to the safety of pupils and staff in the school. Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community.
2. An intruder on the site.
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.).
4. A major fire in the vicinity of the school.
5. The proximity of a dangerous dog.
6. Bomb threat

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. If necessary, parents/carers will be notified as soon as practicable to do so via the text messaging service that there is a lockdown situation. You will be given enough information about what will happen so that you are reassured that everything possible is being done to ensure your child's safety.

N.B. YOU MUST NOT contact the school as this will tie up the phone lines.

YOU MUST NOT attend school as this could interfere with the emergency services access to school or put yourselves or others in danger.

YOU MUST wait for the school to contact you regarding when it is safe to collect your children.

Pupils WILL NOT be released to parents during a lockdown.

Hopefully, we will never have a situation where we would need to use lockdown, but we all feel safer knowing that we have procedures in place for any eventuality that would keep our children safe.

Kind regards,

Mrs Jones

Head Teacher