



**Parish Church CE (VC)
Primary School**
Brougham Street, Skipton, North Yorkshire, BD23 2ES
☎ 01756 793314
www.parish.n-yorks.sch.uk
Headteacher: Ms L Peberdy

**Believing
and
Achieving
Together**

15th April 2021

Dear parent/carers,

Re: Enhancing safety in our school

At Parish, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure next week. What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our lockdown procedure is as follows:

- everyone in school will be notified that it is in lockdown by the sound of an air horn.
- If the pupils are outside they will move immediately inside to their own, or the nearest classroom or hall.
- Staff will then take registers to ensure that everyone is accounted for.
- We will make sure all pupils are safe and secure by securing doors and windows, and drawing blinds
- The emergency services will be called
- In certain situations, the lock down will take place with all the children and staff in the hall. In others, it will involve children remaining in their classrooms.

In the unlikely event of a school lock down, you will be informed via the school app. We request that you do not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services. You



Parish Church CE (VC) Primary School

Brougham Street, Skipton, North Yorkshire, BD23 2ES

☎ 01756 793314

www.parish.n-yorks.sch.uk

Headteacher: Ms L Peberdy

**Believing
and
Achieving
Together**

should not discuss the event on social media, as this may spread false information and create panic

We shall remain in contact with you throughout via the school app and notify you of any changes to collection arrangements

Prior to our practice, staff will take time to talk to pupils about lockdown procedures and explain why they are important. We will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours sincerely,

L Peberdy