



2<sup>nd</sup> November 2018

Dear parent/carer,

### **Re: Enhancing safety in our school**

At the Irthlingborough School site, 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 on 16<sup>th</sup> November 2018.

#### **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 procedure**

Our lockdown procedure is as follows:

- Our fire alarm will pulse to notify the school community of the lockdown.
- Children will be calmly asked to move to their classrooms and stay in the room with their teachers and support staff.
- Registers will be taken to ensure all children are accounted for.
- Doors and windows will be locked and blinds drawn
- In the event of a genuine emergency, police or fire services will be called.

#### **Instructions for parents in the event of a real lockdown situation :**

- In the event of a real lockdown parents would be informed via text or emails. Parents should 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
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Any changes in collection or further instructions would be communicated via text or email.

Prior to our drill, staff will take time to talk to the children about lockdown procedures and explain why they are important. They will reassure children 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.

We 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.

Yours sincerely,

Nick Garley