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4th February 2019

Dear Parents/Carers

Re: Lockdown Procedures and Practice

At South Borough Primary School, 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 new 'lockdown' procedures. I am writing to inform you that we will be practising this procedure on **Thursday 7th February**.

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 rather 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
- A serious weather condition
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- 1) People will be notified that lock down procedures are to take place immediately on hearing an intermittent alarm which will sound through our fire alarm system.
- 2) The intermittent signal will activate a process of children being ushered into the school building as quickly as possible if they are outside to their classroom.
- 3) All internal and external doors will be closed and locked.
- 4) Children and adults will remain in the room they are in for the duration of the lockdown. Staff will ensure the windows and blinds are closed where possible and children are positioned away from possible sightlines from external windows/doors.
- 5) The emergency services will be called to inform them the school is in lockdown.

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Trust Principal: Mr J Whitcombe MA
Director of Primaries: Mr M Wilson
Swale Academies Trust Registered Office: Ashdown House Johnson Road Sittingbourne Kent ME10 1JS
Registered in England No: 7344732



6) Staff and pupils will be instructed to follow the CLOSE procedure as follows:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

Instructions for parents in the event of a lockdown

If necessary parents will be notified as soon as it is practical to do so via text and email.

Parents will be told: *'...the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'*

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They 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 speak to a member of staff.

Thank you for your understanding and continued support

Kind regards

Mrs Oakley
Head of School

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