

11t March 2020

Dear parent/carer,

As you know, at The Hill 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 a procedure called “lockdown”. I am writing to inform you that we have practiced this procedure today. During our practice, children were assured that it is a drill, that they are safe throughout, and staff emphasised that practising procedures like this will make sure the school remains a safe place to learn.

### **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 taking 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

### **Our procedure**

Our lockdown procedure is as follows:

- A signal is given in school
- Staff ensure all children are inside the building
- Doors and windows are locked and secured
- Emergency services are telephoned
- Classrooms are secured (everyone sits on the floor out of view, with windows closed and covered over)
- Remain inside until the all-clear has been given

### **Instructions for parents in the event of a lockdown**

- In the unlikely event of a lockdown event, parents and carers will be informed via the Parent App
- At this time, we ask that parents 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
- We ask that parents do not discuss the event on social media please, as this may spread false information and create panic
- If a lockdown continued beyond school hours, we would continue to stay in contact with collection arrangements via the Parent App

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

Yours sincerely,

Mrs N Lawrence

Inclusion, Behaviour & Safeguarding Lead