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Dear Parent/Carer,

Re: Enhancing safety in our school

At Chowbent 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 a procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on Thursday 28th November.

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:

- How people in school will be notified that it is in lockdown e.g. a specific alarm. A senior member of staff will activate the school bell sounding 5 short blasts of one second each.
- Staff will ensure that pupils move immediately inside to their own, or the nearest classroom.



- How the school will make sure all pupils are accounted for e.g. taking registers. Staff should not delay placing the children for whom they have responsibility into a place of safety. They will ensure that all the children they are overseeing at the time of lockdown, are immediately moved to a secure classroom. After the risk has passed the school will ring the school bell - five short blast of one second each followed by a continuous bell of up to 10 seconds. The children will line up as in a normal fire drill to take the register.
- How the school will make sure all pupils are safe and secure e.g. securing doors and windows, and drawing blinds.
- Adults supervising children will once the children are within a classroom will lock the door from the inside and ensure that all windows are closed and blinds closed.
- How the school will call the emergency services. It is the responsibility of supervising adults to contact the emergency services to inform them that the school is in emergency lockdown when not a drill. It is better for numerous calls to go out than to assume someone else has done this.

Instructions for parents in the event of a lockdown

- How parents will be informed that the school is in lockdown e.g. via the school's website, or an electronic communication system.
- As soon as it is practical the school will send out a text message to parents. 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.
- Pupils will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone.
- If the lockdown continues beyond the school day and if there are any changes to collection arrangements, parents will be informed via text message as soon as is practical.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important (age appropriate), 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 practise, so that in the unlikely event of such a situation, our pupils and staff are fully prepared. It is important that we do not cause children to become over anxious about their safety in school and school and parents must not overemphasise the risk of such incidents occurring.

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

Yours sincerely,



Mr J Randle
Headteacher