

13 January 2020

Dear parent

Re: Enhancing safety in our school

At Grange Park Primary School, we take safeguarding and health and safety very seriously. As part of our procedures we will be having a lockdown drill on **Tuesday 28 January 2020**. This is in order to practice our lockdown procedures, so that in the unlikely event of such a situation, our children and staff are fully prepared.

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 children, 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:

- Everyone will be alerted to the activation of the lockdown plan by continuously blowing of a whistle to alert everyone that the school is going into lockdown.
- Children will move immediately inside to their own, or the nearest classroom. Alternatively they may be asked to hide or disperse if this will improve their safety.
- The school will make sure all children are safe and secure by locking external doors, securing windows and drawing blinds.
- Children will be instructed to get onto the floor and hide under or behind furniture. The staff will barricade the door with whatever is necessary e.g. a table with books piled to stop the handle from being able to be maneuvered.
- The school will make sure all children are accounted for by taking registers, when appropriate.
- The emergency services will be called.

Instructions for parents in the event of a lockdown

- The parents will be informed that the school is in lockdown via the parentmail.

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- 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.

Prior to our drill, staff will take time to talk 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.

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

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

Yours sincerely

Tijen Hassan

Headteacher