

*Think for yourself, act for others*

Chris Honey – Head of Estates

Dear Parents

Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our students.

To support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or within the school grounds.

One of these policies is our **'Lockdown' procedure**. The aim of this policy is to support our staff in safeguarding our students from a variety of potential hazards that many arise, these include:

- A reported incident, disturbance in the local community;
- An intruder on the site;
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog.

The procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken:

- Staff will ensure all students are inside the school buildings and lock any outside doors and close any windows that may be open.
- If students are outside, staff will bring them back into their classrooms.
- Emergency services will be notified.
- A message will be sent to parents via our normal systems to advise of the emergency.
- Students will not be released from the school until the all clear is given.

We will be carrying out a lock down drill in school this week to ensure that students and staff are clear on what they have to do in the unlikely event that we have to put this process into action.

This letter is for information only, no action from you is required.

Kind Regards

Chris Honey

Head of Estates and Facilities Services | CSAT