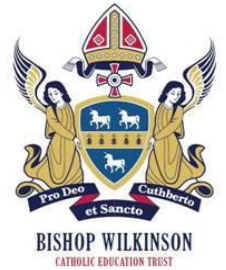




"We hold the keys to the future"

St Peter's Catholic Primary School
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Dear parent/carer,

Re: Enhancing safety in our school

At St Peter's we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure *on Friday 28th June*.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's 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 security 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

What is our school's security lockdown procedure?

The school's lockdown plan is as follows

- Staff will be alerted to the activation of the plan verbally via the telephone system in class.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others, and await instructions.
- Those inside the school should remain in their classrooms.
- All external doors and windows must be shut and locked.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and an immediate search for anyone missing carried out.
- Staff should remain calm and encourage the pupils to remain quiet and calm.
- As appropriate, the school office will establish communication with the emergency services.
- Parents will be notified as soon as it is practical to do so.
- Parents should not be allowed access to the building.



- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded. On hearing the continuous bell, staff should leave the building and muster on the playground as usual.
- Absolute silence must be maintained at all times, in order to hear instructions.
- Emergency services should be advised when the circumstances are upscaled.
- BWCET will be notified via the Serious Incident Form.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practical.

- Parents will be communicated to via email. They will be told; ‘.. the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...’

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider’s access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come to school to collect their children, and where this will be from.

About our upcoming security lockdown drill

Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. Please note this will be communicated to children at their level so that it does not cause any distress. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe. Please note as this is a drill parents will not receive any communication this time.

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

Warm regards,

Mrs P M^cArthur
Headteacher

