



CHANTRY COMMUNITY PRIMARY SCHOOL

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Headteacher: Mrs Rebecca Reed BA (Hons) Ed

Friday 6th July 2018,

Dear Parent/Carer,

Enhancing safety in our school

At Chantry we take safeguarding and safety very seriously. We continually to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

All primary schools are strongly encouraged to rehearse this procedure and I am writing to inform you that we will be practising a lockdown next week.

I can understand that you may have concerns about your child practising this procedure however, we feel that the children need to practise what to do in the unlikely event that an incident occurs and that they are as comfortable and calm with the lockdown process as they are with our fire procedures.

All class teachers have spoken to the children about this, in a very sensitive and age appropriate way so that they understand it is for their safety and are not alarmed. We have not spoken to the children about potential violent threats, purely the need to stay safe if someone gets into the school grounds who shouldn't be here.

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:

- A code word will be used to communicate to staff that lockdown procedures need to be carried out.
- Children will gather in the safest space in their classroom, away from doors and windows.
- Doors will be secured
- If children are away from the classroom, they will move immediately to the nearest classroom or safe area
- An immediate headcount will be taken, followed by the register.
- Staff will make sure all pupils are safe and secure e.g. securing doors and windows, and drawing blinds
- In the event of an incident the emergency services will be called

Instructions for parents in the event of a lockdown

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- Parents will be informed via Parentmail, and our Chantry Facebook page communication system that the school is in lockdown.
- 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. Please do not post comments or questions back to school on our Facebook page.
- If the lockdown continues beyond school hours, any changes to collection arrangements in this circumstance will be communicated to parents.

After the practise next week, we will let parents know that it has taken place as you may want to talk to your child about it. **We request that you please don't warn your child that a practise will be taking place next week, as it important that we can test out our procedures and make any adjustments necessary.**

If you have any concerns or questions, please don't hesitate to contact me, Ms Drake or Mrs Jackson.

Yours sincerely,

Becky Reed
Headteacher