

Dear parents/carers,

Enhancing safety in our school – lockdown procedure

At Grangetown 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 introduced a new procedure called “lockdown”.

I am writing to inform you that we will be practising this procedure on **Thursday 7th October.**

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 procedure

Our lockdown procedure is as follows:

- Using radio communication and air horn, we will notify all staff and children of a lockdown drill
- Pupils and staff will ensure they are inside and will find safety in the nearest classroom. If already in their own classroom, this is where the children will find safety. The children will be encouraged to find safety under their desks or an alternative safe space away from doors and windows
- Registers will be taken immediately during a drill to ensure that all children are present
- We will take further measures to ensure the children’s safety by locking external doors, closing internal doors, rolling down blinds/shutters and closing all windows
- The emergency services will be called
- The measures above are involved in a full lockdown. ‘Partial lockdown’ is a precautionary measure that the school may take, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Instructions for parents in the event of a lockdown

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable. Please be reassured that the school understands you will have concern for your child’s welfare, and we will do everything possible to ensure his/her safety.

- You do not need to contact the school in the event of an actual lockdown. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Please do not come to the school. This could interfere with emergency provider’s access to the school and may even put yourselves and others in danger
- Please can we ask that parents/carers wait for the school to contact you about when it is safe for you to come get your children.
- Please do not discuss the event on social media, as this may spread false information and create panic

When the school is in full lockdown, please be aware that the telephone and entrances will be unmanned, external doors will be locked and nobody will be allowed in or out.

Prior to our lockdown drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. 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 that the drill on Thursday is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact us at the school office.

Yours sincerely,

Mr J Vickers

Assistant Headteacher