

# Wales Primary School

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9th October 2023

Dear parents/carers,

## Enhancing safety in our school

At Wales Primary School, we take safeguarding and the safety of your child very seriously.

It is 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 safety procedure called "security lockdown". We are writing to let you know that we will be practising this procedure on **Wednesday 18<sup>th</sup> October 2023**.

## 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 is 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 reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- A bomb threat (please see Emergency Planning Procedures for further information)
- An email threat directed at the school community



## What is our school's security lockdown procedure?

### Full Lockdown

Staff will be notified that lockdown procedures are to immediately take place through phone calls from the office to each building in school with the clear message of **LOCKDOWN**. Staff will support children in keeping calm and quiet throughout.

### PROCEDURES

If some/all staff/pupils are outside at the time of the emergency, the Headteacher will blow a continuous whistle to signal for staff/pupils to go inside to the nearest safe building. Then the steps below will be followed:

- All staff and pupils to stay in their classroom (or the classroom where they have been directed if outside)
- Office staff to remain in the office
- All external exterior doors to be locked
- All windows and internal doors to be closed
- All blinds and curtain to be closed
- Lights/smartboards/monitors switched off
- Mobile phones to be turned off or on silent
- Pupils to sit under the tables positioned away from possible sightings from external windows/doors remaining quiet and calm
- Teachers are to check the attendance register and note any absentees. Account for those missing
- All teachers must notify the office of the register check and report missing children
- Headteacher will organise the search for any missing persons
- Doors not to be opened to any person unless they are recognised as staff/children
- No-one permitted to leave the building
- Office staff to contact emergency services if the threat is deemed necessary

### ALL CLEAR

Wait for the all clear from the Headteacher/office staff via phone call or Police to the above emergency.

### Instructions for parents/carers in the event of a security lockdown

Parents and carers will be notified as soon as it is practical to do so via the Arbor text messaging service. This will be done by the office staff. Parents will be told:

**‘Wales Primary School is in a full lockdown situation. During this period, the office phones and entrances will be un-manned, external doors locked and nobody is allowed in or out. ‘**

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a



lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

As the lockdown is taking place, more information will be provided to parents to reassure them as soon as it is appropriate and safe to do so.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **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 at a level appropriate to their age. 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.

We must emphasise 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.

If you or your child have any concerns or questions, please do not hesitate to contact school and an appropriate member of staff will speak to you and/or your child.

Yours sincerely,

**Anna McDonald and Ruth Sampson (Headteachers)**

