



'Ensuring Excellence'

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Safety in our school

At Dordon Primary School, we take safeguarding and the safety of pupils, staff and visitors very seriously. It is important that we continue to review all our procedures, taking into account even those events that are highly unlikely to occur. As part of this process, we have introduced a procedure called "lockdown".

I wish to inform you that we will be practising this procedure very shortly and we will do this practice on a regular basis, in a similar way to our fire drills.

What is a lockdown and when would we carry it out?

A lockdown procedure is similar to a fire drill, which schools and businesses around the country implement as a standard health and safety procedure.

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 to evacuate. The aim is to keep people safe by minimising movement and maintaining a calm approach.

Situations where our lockdown procedure may be used might 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

Our procedure

We aim to routinely share with parents and carers updates to our lockdown procedure. In the unlikely event of an actual lockdown, the school has developed plans to ensure that any incident or development is communicated to parents and carers as soon as is practicable.

- *A specific alarm will sound which will be familiar to staff and pupils*
- *Pupils will immediately stay in or move to their own, or the nearest classroom. If a lockdown occurs during break or lunchtime, those pupils in close proximity to a school building will be escorted inside by staff*
- *Staff will at once help pupils to remain calm. The school will make sure all pupils are safe and secure by securing doors and windows, and drawing blinds and asking pupils to hide in a safe position*
- *Staff will be strongly encouraged not to access social media or other platforms, as this could cause confusion and hamper the response of the Emergency Services, who will be en route*
- *Senior staff will communicate directly with the Emergency Services and will, in a timely and appropriate way, message parents and carers about the incident and give reassurance that the lockdown procedure has been deployed*
- *Restricting external communication will help to reduce alarm among pupils, parents and the community. The physical and mental welfare of pupils and staff is of the utmost importance in the event of an incident*

Instructions for parents in the event of a lockdown

- *The school will inform parents and carers that the school is in lockdown via the school's website and text at the earliest possible opportunity*
- *We would ask that parents do not attempt to call or come to the school, as this may interrupt the school's efforts to work with the Emergency Services*
- *We would ask that parents do not post anything on any form of social media so as to avoid incorrect information being shared*
- *If the lockdown continues beyond school hours, parents and carers will be advised accordingly by school or the emergency services and revised arrangements regarding collection and travel home will be communicated as soon as possible.*

Preparation

Prior to our drill, staff will take time during class assemblies to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils during and 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 be.

I must stress again these procedures are precautionary, in the unlikely event of such a situation arising. They ensure that our pupils and staff are fully prepared and is part of sensible contingency planning by the school. The procedure and any practices are not in response to any specific threat or intelligence that the school has received. We will be working closely with The Polesworth School to ensure that procedures are robust.

If you have any further concerns or questions, please do not hesitate to contact school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Cross', written in a cursive style.

Mrs M Cross

Executive Headteacher