



## FAIRFIELD PRIMARY SCHOOL

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Thursday 9<sup>th</sup> September

Dear Parent/Guardian,

At Fairfield Primary School, safeguarding is our highest priority. As part of this, it is important that we continue to review all our procedures, considering even those events that are very unlikely to occur. As part of this process, we will be practising 'fire drills' and 'lockdown' procedures in the coming weeks and at regular intervals throughout the year.

Prior to our drills, staff will take time to talk sensitively to pupils about fire drills and lockdown procedures and explain why they are important. We will reassure pupils after the drill(s) that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe and secure place to learn.

### **Fire Drills**

Every half-term, we will conduct a fire drill across the school. In the event of the alarm sounding, the children will be asked to leave their classroom/communal area and evacuate the building sensibly via their nearest exit. Our staff will lead the children out of the building and to their assembly point. Fire drills will take place at different times in the school day, including during Wraparound provision.

### **Lockdowns**

#### **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 the building(s) 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 fire/gas/chemical incident or other risk of air pollution.



## **Our procedure**

Our lockdown procedure works in a number of phases depending on the severity of the incident.

- When outside, pupils and staff will be notified to return indoors by three blasts on an airhorn.
- Pupils and staff will move immediately inside to their own classroom (identified secure rooms in the event of a full lockdown).
- Registers will be taken and staff and pupils will await the 'all clear' signal.
- Emergency services will be called.
- Once the senior management team are satisfied that it is safe for us to step down, all staff will be notified verbally.

## **Instructions for parents/guardians in the event of a lockdown**

If we, as a school, decide to lockdown, or we are told to lockdown by the emergency services, there are a number of things for parents/guardians to consider:

- We will inform you and keep you up to date as frequently as possible. In the case of lockdown, this will be via text message.
- In the event of 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.
- If a lockdown was to continue beyond school hours, instructions would be sent (via text) to parents at the earliest opportunity.

I must stress again that these are simply practices- so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

Please be assured that we have not received any information that indicates any immediate risk, however it is vital that we take every step to ensure the safety and well-being of the entire school community.

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

Yours sincerely,



Mr. J. Gale  
Deputy Headteacher

