



THE HOWARD PRIMARY SCHOOL

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Dear Parent/Carer,

Re: Enhancing safety in our school

At The Howard Primary, 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 practicing this procedure on a termly basis.

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:

- A bullhorn will be sounded continuously for 20 seconds to alert the school to the lockdown
- Staff will direct pupils to move immediately to the nearest safe space
- Registers will be taken. Communication will be via email where possible (there are no other means of communication within the school as mobile phones are not allowed in classrooms, and landlines are not available)
- Staff will secure windows and doors in the rooms they are in
- The emergency services will be called

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's text or email messaging service, where possible. Updates will be posted on the website where possible.
- 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 the lockdown continues beyond school hours, parents are asked not to come to the school, but to wait for a message from the school to confirm it is safe to pick children up.

Prior to our 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 practicing procedures like this will make sure the school remains a safe place to learn. We make a comparison with fire drills to help the pupils understand that this is a routine safety measure, and nothing to be concerned about.

I must stress again this 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 me

Yours sincerely,

Miss R Mills
Headteacher