



Executive Headteacher Mrs C Adams
Headteacher Mr M Cunniffe
northbrookpa.org

Tuesday 7th March 2023

Enhancing Safety at Northbrook Primary Academy

At Northbrook Primary Academy, we take safeguarding and safety very seriously. 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 have revised our 'lockdown' procedures.

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 in the unlikely event when there is a threat to the safety of our children, 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 dangerous situation in the local community that could affect the school.
- If an extreme weather event causes the children to be at risk.
- A nearby chemical incident or other risk of air pollution.
- An incident related to terrorism.

Our procedure

Our lockdown procedure is as follows:

- The lockdown bell will sound continually for 10 seconds, followed by a message on the school announcement system, stating that a lockdown has been initiated.
- If the children are already in a lesson, then they remain in the room.
- If the children are on a break-time, they will be brought into school.
- Classroom doors will be locked from the inside and children will be moved away from windows and doors.
- Blinds to exterior windows will be drawn.
- The children will be encouraged to keep quiet and remain calm.
- The class teacher will register the children to ensure that all are accounted for and await further instructions.
- Senior staff will conduct an ongoing dynamic risk assessment based on advice from emergency services.

- The lockdown will remain in place until lifted by a senior member of staff or the emergency services. 3 rings of the bell will sound, followed by an announcement message to state lockdown is over.
- If it becomes necessary to evacuate the fire alarm will sound.

Instructions for parents in the event of lockdown

- Parents will be informed if the school goes into a lockdown by text message and notification on the school website.
- 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.

We have already ensured our children can recognise the sounds of both the 'lockdown' and 'fire alarm'. Our next step is to undertake a drill of the entire procedure and we will set a date prior to the end of term and inform parents when this will be. Prior to the drill, teaching staff will take time to talk to our children about the procedures and explain why they are important.

If you or your child have any further concerns or questions, please do not hesitate to contact us at school. We will write to you very soon to confirm the date of the practise.

Yours sincerely,

M Cunniffe

Mr Cunniffe
Headteacher