



Orton CE Primary School Lockdown Procedure Extract for Parents

No.	Communication - BETWEEN PARENTS AND THE SCHOOL	Tick / Initial / Time
School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.		
13	In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable using the school website messaging facility. EP & VP have access to website and can do this remotely if not on site. Facebook and email can also be used.	
14	<p>Parents should be given enough information about what will happen so that they:</p> <ul style="list-style-type: none"> • Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety; • Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers; • Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger; • Wait for the school to contact them about when it is safe for them to collect their children, and where this will be from. 	
15	Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.	
16	<p>Parents will be told:</p> <p><i>'..the school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out...'</i></p>	