

Dear Parent/Carer,

Re: Enhancing safety in our school

At Sir William Stanier we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety measure in an event of a Lockdown procedure needing to be activated.

I'm writing to let you know that we'll be practicing this procedure WC 11th November 2024.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, like a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security 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

What is our school's security lockdown procedure?

- In the event of an emergency, any SLT member may signal the Lockdown procedure alarm sequence with a Tannoy Message.
- Students will follow the teacher's directions, remain calm, quiet and seated.
- If full lockdown, students to move underneath tables out of the line of site from the door.
- Correspondence will be sent home by school to your parents/carers
- Students to await further instructions and follow teacher's directions.

Instructions for parents/carers in the event of a security lockdown:

- You will be sent correspondence that says:

“We have initiated our lockdown procedure, we are unable to give further details at this point, please do not attempt to contact your child or come on school grounds. We will update with further details when possible.”

- Please do not attempt to contact the school as telephones/emails would be unmanned if a lockdown is activated.
- When lockdown has ended you will receive the following correspondence:

“Our lockdown procedure has ended, all staff and students are safe, we are still unable to give further details at this point, please do not attempt to contact your child or come on school grounds. We will update with further details when possible”

About our upcoming security lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. They'll reassure pupils after the drill that they are safe and will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact your child's Raising Standards Lead

Yours sincerely,

Miss Johnson

Deputy Headteacher