



08/11/2019

Dear Parent/Carer

## **Enhancing safety in our school**

At Waseley Hills High School 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'.

### **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:

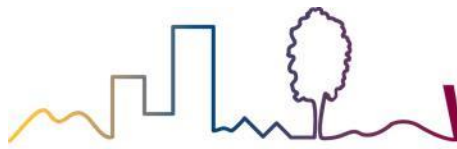
1. The teacher will need to ensure any blinds are down, doors are locked/barricaded and lights are turned off where possible.
2. Students and staff are to move to a place in the room where they cannot be seen by someone outside the room.
3. Students should not use mobile devices to contact family or friends. This could cause further alarm and draw unwanted attention to the situation. Staff may have their mobile phone to hand to communicate via text with other colleagues.
4. Students should remain quiet throughout the lockdown and remain as calm as possible. They should follow all instructions from staff immediately.
5. Senior staff will notify classes at the end of the lockdown and staff will work with students to return to normal activity.
6. Parents/Carers will be contacted by the school at an appropriate time following the lockdown to inform them of the incident.

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## **Lockdown drill**

As well as fire drills we are required to carry out a lockdown 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. 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 directly.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E. Dodds', with a long horizontal stroke extending to the right.

**Mrs E Dodds**  
**Assistant Headteacher**