



7th July 2022

Dear Parent/Carer,

Re: Enhancing safety in our school

At St Giles' and St George's C of E Academy we take safeguarding and safety very seriously. It is important that we continue to review all our procedures and actions taken; even around 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 have practiced this procedure today.

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 or 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 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:

- All staff and pupils are notified of a lockdown through a specific alarm.
- Children return to their classroom if out, classroom doors are locked and blinds are closed, children are gathered into the middle of the room.
- A register is taken and any absences reported electronically to the Headteacher who is responsible for locating any absent children.
- Emergency services will be called

Instructions for parents in the event of a lockdown

- In the event of a lockdown parents will be informed via text message, please do not come to school as you will be unable to enter.
- Parents should not attempt to call or come to the school, as this may hinder our effort to contact and work with the emergency services

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- Parents are asked not to discuss the event on social media, as this may spread false information and create panic.
- When the lockdown has been lifted parents will again be notified by text message.

Prior to our drill, staff talked to pupils about lockdown procedures and explained why they are important. We also reassured pupils after the drill that they are safe and emphasised that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practise, 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,

A handwritten signature in black ink, appearing to read 'Mrs Pointon', written in a cursive style.

Mrs Pointon
Headteacher