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May 2024

Dear Families,

### Enhancing safety in our school

At All Saints, we take safeguarding and the safety of your children very seriously.

It is 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 procedure called "security lockdown".

I am writing to let you know that we will be practising this procedure very soon and on a regular basis in future. This will be carried out very sensitively with children so that it does not cause any distress, in the same way that we practise our fire evacuation procedure regularly.

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

I must emphasise again that we will carry out drills so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can be kept safe.

### What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to 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 is safer for everyone to remain inside the school building 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 such as smoke from a nearby fire
- An incident related to terrorism

### What is our school's security lockdown procedure?

- Staff will be notified that a lockdown procedure is about to take place using an agreed signal that they are aware of
- The agreed signal will activate a process of children being escorted into the school hall as quickly as possible and the locking of the school's classrooms, offices, outside doors and gates
- Attendance registers will be taken to ensure that all children and adults are accounted for
- Staff will support children to remain calm and quiet
- The emergency services will be contacted and their advice will be followed

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Headteacher  
Lisa Harrison



- After a security lockdown, the attendance registers will be retaken to ensure that all children and adults are accounted for

Hopefully, we will never have a real situation where we would need to follow our lockdown procedure, but we feel safer knowing that we will have planned for such situations and will be able to keep our children and staff safe.

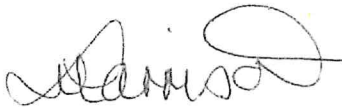
**Instructions for parents/carers in the event of a real security lockdown**

Parents will be told: 'The school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out.' Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school at home time as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be collected from. A letter to parents will be sent home on the nearest possible day following any serious incident. This letter will inform parents of the nature of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

If you or your child have any concerns or questions, please do not hesitate to contact a member of staff.

Yours sincerely

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

Lisa Harrison  
Headteacher