



Friarage Community Primary School

Together we can

Enhancing Safety in our School

Dear parent/carer,

At Friarage CP School, 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 a safety procedure called "security lockdown".

I'm writing to let you know that we practiced this procedure on Thursday 05/10/2023.

Prior to practicing this procedure with pupils, staff will have taken time to talk to pupils about security lockdown procedures and explain why they're important, in an age-appropriate manner. They' will have reassured 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.



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'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?

- Staff will use a code word to inform other staff that a Lockdown needs to be commenced.
- Pupils will move immediately inside to their own classroom
- Teachers will take registers and the Senior Leaders will account for any pupils not accounted for.
- School will ensure all pupils are safe and secure by securing doors and windows, and drawing blinds
- The emergency services will be called
- During a Full Lockdown all children and staff will remain contained in their rooms with no movement outside of this, during a Partial Lockdown children and staff will be able to move around school but the exterior of the building will be secured and no movement out of it permitted.

- A Full Lockdown will be used for instances such as an intruder on the school grounds, or an environmental emergency such as air pollution from a cloud of gas or plume of smoke
- A Partial Lockdown will be used for instances such as a dangerous dog in the school grounds, or a car accident at the front of school.

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

- Parents and carers will be informed that school is in lockdown via the school website and / or Parent App
- Parents should not attempt to call or come to school at this time, as this may hinder our effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Pupils will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child doesn't answer their phone
- If the lockdown continues beyond school hours parents will be informed via Parent App and when the lockdown ends school will contact you again to inform you of collection arrangements.

If you or your child have any concerns or questions, please do not hesitate to contact school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'e Cappleman', with a long horizontal line extending to the right.

Cheryl Cappleman

Headteacher