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Security Lockdown Procedure

Dear Parents and Carers,

At Ecclesfield Primary School, we take safeguarding and the safety of your child 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 a "lockdown" procedure.

What is a security lockdown and when would it happen?

A 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 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

What is our school's security lockdown procedure?

- In school our bell system is used (2 short bursts) to denote that a lockdown procedure has been initiated.
- Children will remain in class, doors shut and blinds drawn.
- Children in the playground /field will move to the nearest classroom or inside area.
- Teachers have a paper register stored in the classroom at all times to make sure that all pupils are accounted for
- The emergency services will be called



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

- Parents/carers will be informed that school is in lockdown via SchoolComms as soon as practical
- **Parents/carers should not attempt to call or come to the school at this time**, as this may hinder any efforts to contact and work with the emergency services
- Parents/carers should not discuss the event on social media, as this may spread false information and create panic
- If the lockdown continues beyond school hours, parents will be informed about any changes to collection arrangements in this circumstance as soon as practical

About our security lockdown drill

Prior to practising these procedures with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important at an age-appropriate level.

Staff 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 just as we do with fire drills

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 the school office.

Yours sincerely,

J Eagleton

