

BERKELEY PRIMARY SCHOOL

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Friday 11th January 2019

Dear parents/carers,

Re: Enhancing safety in our school

At Berkeley Primary 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".

I am writing to inform you that we will be practising this procedure on Tuesday 22nd January

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:

- ***The Lockdown will be activated by sounding an intermittent alarm throughout the school***
- ***Pupils will move immediately inside to their own, or the nearest classroom***
- ***Teachers will take registers to account for all children***
- ***All external doors and windows will be locked with blinds drawn***
- ***The emergency services will be called***
- ***The senior Leadership team will inform all classes when the Lockdown procedure has been lifted***



Instructions for parents in the event of a lockdown:

- ***Parents will be informed that the school is in lockdown via the school text service***
- ***Parents should not attempt to call or come to the school, as this may hinder the school's 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***
- ***If the lockdown continues beyond school hours, parents will be kept informed via our text service in order to keep all pupils and staff safe. Collection arrangements will be sent out via text once the site is secure.***

Prior to our 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 practising 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.

Yours sincerely,



Miss Robbins

