

Monday 16<sup>th</sup> January 2023

RE: Enhancing safety in our school

Dear parents / carers,

At Chapel Street Community Primary School we take safeguarding and the safety of your child very seriously.

It is important that we have measures in place and plan even for events that are very unlikely to occur. As part of this, we have 'lockdown' procedures in place.

I'm writing to let you know that we will be practising this procedure on the afternoon of Monday 30<sup>th</sup> January 2023.

**What is a 'lockdown' and when would it happen?**

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 our pupils, staff and others in the school, where it is safer for everyone to remain in school rather than evacuate (as with a fire). 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 school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

**What are our school's 'lockdown' procedures?**

All staff and children in school have been made aware of the procedures outlined in our Lockdown Policy. In order to keep everyone safe, this information is not shared online via our website.

**What will happen on Monday 30<sup>th</sup> January?**

As with our fire evacuation procedures, it is important that all children and staff practice what to do in case there is a lockdown. From January 2023 we will be practicing our lockdown procedures at least once a term.

Before our practice on Monday 30<sup>th</sup> January teachers will talk with their class about, in an age appropriate way, to explain what lockdown is, why they're important, when they might happen and what we do. They'll also reassure pupils before, during and after the practice that they are safe and will emphasise that practicing procedures like this will make sure that school remains a safe place to learn.

After the practice we will be asking pupils and staff for feedback to help improve the procedures where needed.



### **What should parents / carers do in the event of a lockdown?**

Before our drill on Monday 30<sup>th</sup> January please talk with your child to remind them there is a practice and that staff in school will support them with this. You might also want to ask them about it when they come home that day.

If school were to follow our lockdown procedures in response to a threat (rather than a drill) parents and carers would be informed about this as soon as possible using the usual text and email systems in school. This is another reason it is very important we have your up-to-date contact details and you have signed up for SchoolComms. If you aren't sure how to do this or have any questions, please contact the office on 0161 224 1269.

In the event of a real lockdown for school, all parents and carers must:

- Not come to school unless asked to by us as this can hinder the safety on those on site.
- Not attempt to call the school as this can hinder the school's efforts to communicate with emergency services.
- Not attempt to directly contact anyone who is in school (including pupils, staff and visitors) as this can alert any intruders to their location.
- Not discuss the events and / or our procedures online, on social media or with others from outside school as this may spread false information, create panic or provide information that compromises the safety of those in school.
- Check your email and messages for updates from school about any possible changes to collection arrangements etc.

Please remember that this is a drill and part of our usual health and safety procedures. It is very unlikely that we would ever need to complete a lockdown but is important that, if we did, everyone in school knows what to do to keep safe.

If you, or your child, have any questions or concerns, please do not hesitate to speak with any of our senior leaders on the gates at the start or end of the day or contact the office on 0161 224 1269.

Thank you for your ongoing support,



Mrs Ella Hughes  
Headteacher

