

Hooton Pagnell All Saints Church of England Primary School

Preparing Pupils to Flourish in their Future

'Show me your ways, Lord. Teach me your paths.' Psalm 25:4

Clayton Lane, Doncaster, South Yorkshire, DN5 7BT

Headteacher: Mrs H Thorpe

9th November 2023

Dear Parents/ Carers,

At Hooton Pagnell, 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 a procedure called "lockdown". This morning, we practised this procedure.

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 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:

- ♣ Staff and pupils are alerted to a lockdown by the lockdown alert on the school tannoy system.
- ♣ If children are already in the classroom, then they remain in the room.
- ♣ If children are outside, they move directly to their next lesson.
- ♣ The class teacher registers the pupils to ensure that all are accounted for.
- ♣ Classroom doors are locked from the inside and students are moved away from windows and doors. They are asked to sit on the floor under the tables.
- ♣ Blinds to exterior windows are drawn.
- ♣ Children are encouraged to keep silent and remain calm.
- ♣ The emergency services are called.

Instructions for parents in the event of a real lockdown

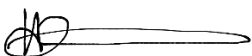
- ♣ Parents will be informed if the school goes into a real lockdown situation by dojo and notification on the school website.
- ♣ Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services.
- ♣ Parents should not discuss the event on social media, as this may spread false information and create panic.

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

I must stress again today is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

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

Yours Sincerely



Helen Thorpe
Head Teacher