



Blackwood Comprehensive School

Ysgol Gyfun y Coed Duon

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Ymdrech I Drechu – Strive To Succeed

15th February 2018

Information regarding school Safe Mode procedures as advised by the Welsh Government

Dear Parent/Carer,

All schools are advised to put in place emergency arrangements in the unlikely event of an incident requiring a school to use a safe mode procedure to ensure the safety of the pupils and staff. The safe mode procedure is a response to any incident that has the potential to pose a threat to the safety of pupils, staff and visitors in the school. The procedure may be used in situations such as an incident within the local community, threat of terrorist action, chemical hazard or an intruder on the school site.

When the school is in safe mode, all those on site will be required to follow the procedure. Staff and pupils will be required to go to or stay in the nearest classroom where the door will be locked or blocked to prevent access. Windows will be closed and phones need to be placed on silent. Senior members of staff in school will coordinate the safe mode procedures to ensure the safety of all areas of the school. We will establish contact with emergency services and the local authority until such time it is appropriate to end the safe mode procedures.

The school will communicate to parents that safe mode procedures are in place via the school website and text. We would request that in such circumstances, parents do not use the phones to contact the school as we will need to keep phone lines clear for communication with emergency services. There will be no access to the school other than to emergency services. During a safe mode, the school retains parental responsibility and pupils will not be released to parents until we receive the all clear.

These procedures are a precaution and are nothing to be alarmed about. In order to support this process, however, we are going to undertake a safe mode rehearsal with all pupils, staff and visitors in school. This rehearsal will allow pupils to become familiar with the procedures as they are different to our fire evacuation procedure. We will discuss this with pupils to prepare them for this rehearsal but we would be grateful if you could reinforce the message that this is nothing to be concerned about; it allows additional safety arrangements to be made in school should we need to use safe mode procedures. The rehearsal will take place on Wednesday 20th February. Should you have any questions in relation to this, please direct them via your child's Progress Manager.

Yours faithfully

J M Wilkie
Headteacher

Mr A Farina-Childs
Chair of Governors