

Edward Peake C of E (VC) School

Headteacher: Z J Linington

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Dear Parent / Carer,

Re: Enhancing safety in our school

At Edward Peake C of E (VC) School, we take safeguarding and your child's safety seriously.

It's important that we establish procedures and plan for even the most unlikely events. As part of this, we have continued delivering lockdown training to staff and pupils.

I'm writing to let you know that we'll be testing this procedure as part of our termly drill arrangement.

What is a security lockdown, and when will it happen?

A security 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's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place.

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.
- A nearby chemical incident or other risk of air pollution.
- A severe weather incident.
- An incident related to terrorism.

What is our school's security lockdown procedure?

Our lockdown procedure is as follows:

- Pupils will be alerted to a lockdown by the lockdown alert.
- If pupils are already in a lesson, then they remain in the room
- If pupils are between lessons, students should move directly to their next lesson.
- Arrangements have been made for pupils during break and lunchtimes.
- The class teacher will register the pupils to ensure that all are accounted for.
- Classroom doors will be locked from the inside, and students will be moved away from windows and doors.
- Blinds to exterior windows will be drawn.
- The emergency services will be called.

Instructions for parents in the event of a lockdown

- Parents will be informed if the school goes into a lockdown by text message 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.



About our upcoming security lockdown drill

Before practising this procedure with pupils, staff will talk to them about security lockdown procedures and explain why they're essential. They'll reassure pupils after the drill that they are safe and emphasise that testing procedures like this will ensure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill. In the very unlikely event of such a situation in the future, our pupils and staff will be fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact Mrs Waddington, the Deputy Headteacher and Safeguarding lead, on the school telephone number.

Yours sincerely

A handwritten signature in black ink that reads "H Waddington". The signature is written in a cursive style with a large initial 'H' and a decorative flourish at the end.

Mrs Waddington
Deputy Headteacher; Designated Safeguarding Lead