



Royal Cross Primary School

Lancashire's school for deaf children

17/10/18

Dear Parent

Re: Enhancing safety in our school

At Royal Cross, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, considering 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 today the whole school practiced this procedure.

We explained carefully to all the children what would happen BEFORE we held the practice so that they would be prepared and not upset. We then went around to reassure all the children that this was a practice and that they were completely safe in school.

It may be that your child chats to you about today's practice and if you feel that you need any more information please contact school and we will be happy to explain the procedure in more detail.

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:

Headteacher Bev Hennefer Elswick Road Ashton Preston Lancashire PR21NT

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In the event of an emergency a signal of **3 rings of the school bell**. This means that the school will carry out the lock down procedure:

- Staff will ensure all pupils are inside the school buildings.
- If children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open.
- A register will be taken and any child not present will be notified to the Senior Leadership Team who will arrange a search for the missing child.
- SLT staff will ensure all external fire doors are closed and ensure key pad entry doors have the key pads engaged.
- In the event of the need to call the emergency services SLT will dial 999 and request the emergency service required.
- **The all clear signal will be a continuous ring of the school bell.**
- A text message will be sent to advise of the emergency and a note will be posted on the school website – as soon as circumstances allow.
- If we are still under a warning at 3.00 pm the children will not be released to the taxi transport until the 'All clear' signal is given. The children will then be taken to the hall and supervised until transport can be arranged to take them home.

Prior to our drills, staff will always 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 practicing procedures like this will make sure the school remains a safe place to learn.

I am sending home the 'Lockdown' information charts that will be displayed in each class so that you can talk to your child and help reassure them that school is still a safe place to be.

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.

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

Thank you

Bev Hennefer

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Headteacher

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