



### **Lockdown Procedures**

11.10.2018

Dear Parents/ Carers,

Last year we introduced a lockdown policy and drill, the details can be seen on the reverse of this letter. At that time we did not have a separate alarm sound so the signal was to blow a whistle. Over the summer, we have had a new sound system installed with a lockdown alarm. When we put the school into lockdown, this will sound around the school. It will also sound outside in case we need to put the school into lockdown when the children are outside.

Next week at some point, we will carry out a lockdown drill in school. We will inform you after this has occurred so that you can further discuss this with your children.

If you live close to school you may hear this siren but please try not to panic or contact school as if it was a real situation we would need to keep the phone lines open for emergency calls. From now on, we will complete termly drills like we do with the fire drill.

If you do have any questions or wish to discuss this further do not hesitate to contact us.

Yours sincerely,

Mrs Horton  
Headteacher



## **Rakegate Primary School**

### **Lockdown Procedures**

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or delay the identified risk from entering the school.

The school have developed A Crisis Management Team (CMT) consisting of: Mrs Horton, Mrs Rogers, Mrs Taylor, Mrs Cook, Mrs Harris, Mrs Kinsey and Mr Hodges

Upon receiving information to implement Lockdown Procedures the following course of action will take place:

- Staff to keep pupils in classrooms.
- Doors to be locked, windows closed, blinds drawn.
- Pupils positioned safely within the room.
- Any pupils in PE or outside to be taken directly back to their classroom.
- CMT to ring the police giving as many details of the incident as possible.

### **Advice for parents**

- In the event of a lockdown, parents should not contact the school as this will block the school's telephone lines when they are needed to communicate with the outside world.
- Pupils should not be released to parents during a lockdown.
- Parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

