



White Way
Pitton
Salisbury SP5 1DT

Emergency Lockdown procedure

Dear Parents and Carers,

At Pitton CE Primary School, we take safeguarding and the safety of your child very seriously. As you may be aware, all schools must have a lockdown procedure in place in case of emergency.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "emergency lockdown."

We have reviewed our procedures and plan to run a drill this term. We will practice the procedure at least annually with children so that they would know what to do should we ever need to use lockdown. This will be done sensitively with staff and students so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure.

I am writing to tell you we will be practicing this procedure during term 6.

What is an emergency lockdown and when would it happen?

An emergency lockdown procedure is a standard health and safety procedure, like a fire drill. Lockdown procedures are important and would be used in response to an internal or external incident.

Our emergency lockdown procedure would be used when there is a threat to the safety of our students, staff, and others in the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our emergency 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

What is our school's emergency lockdown procedure?

Our procedure aims to minimise disruption and anxiety, ensuring the safety of all students and staff.

- The Headteacher/DSL (or DDSL in their absence) will make the decision about the level of response: Level 1- close teaching spaces, classrooms, offices, or Level 2 which includes all external doors.
- In the event of the school needing to initiate an emergency lockdown, staff will be notified via the use of a whistle - 3 short blasts.
- If this happens during lesson time students will remain in the classroom/office/hall, they are in with the member of staff they are with at the time. Doors will be secured, and students instructed to remain quiet and away from doors or windows.
- If this happens during social time, all duty staff will be alerted via the whistle system – 3 short blasts. Students and staff will go to the nearest classroom or hall.
- The emergency services will be called immediately.



- Our neighbouring schools will be contacted immediately.
- Students will be registered by staff to ensure they are all accounted for.

A message will be sent to parents/carers as soon as is practically possible via Class Dojo. It will be titled ***'School is in lockdown – this is not a drill.'***

Instructions for parents/carers in the event of an emergency lockdown

Parents/carers:

- Should be reassured that the school will do everything possible to ensure your child's safety.
- Will be updated via Class Dojo as and when it is possible/necessary.
- Should not phone the school, this will tie up the phonenumber and could hinder communications with emergency services.
- Should not attend school as this could interfere with the emergency services access to the school and you may put yourself in danger.
- Should wait for the school to contact them about when it is safe to collect their children.

Students will not be released to parents during a lockdown. We sincerely hope that we will never have a situation where we would need to use lockdown but we will all feel reassured knowing that there is a procedure in place and that all staff, parents, and students know what to do if it were to happen.

About our upcoming emergency lockdown drill in Term 6

Prior to practicing this procedure with students, staff will be fully updated on what the procedure is and their responsibilities. We will take time to talk to students about the emergency lockdown procedures and to explain why they are important. We will reassure students after the drill that they are safe and will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn. I appreciate that the need to practice this procedure may be concerning for parents so would like to reassure you that the type of language used will ensure pupils are not alarmed and will be child appropriate.

You can support the school in safeguarding your child by talking about this at home and reassuring them it is unlikely we will have to do an emergency lockdown for real, but the drill is to reassure them that if we ever do, we all know what to do.

On the day we conduct the drill, we will inform parents and carers via Class Dojo that it took place. We will talk to students following the drill as part of our review and evaluation.

I must make it clear again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

If you have any concerns or questions, please do not hesitate to contact Mrs Emma Wilkinson, Designated Safeguarding Lead via the school office using admin@pitton.wilts.sch.uk

Many thanks for your continued support.

Yours sincerely
Emma Wilkinson
Headteacher



'Life in all its fullness'