



19th November 2020

Dear Parents and Carers,

RE: EMERGENCY LOCKDOWN PROCEDURES

We regularly review our emergency procedures under guidance from Surrey County Council. Lockdown procedures are important and run alongside schools fire evacuation procedures. A lockdown procedure would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to the following situations:

1. A reported incident or disturbance in the local community
2. An intruder on site
3. A warning being received regarding local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment where possible, whilst ensuring the safety of all pupils and staff.

There are two levels of lockdown procedure:

Partial lockdown - during which time school activities carry on as normal, however entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to children and staff in the school.

Full lockdown - during which time all staff and children will be inside the building, windows and blinds closed and doors locked. This signifies an immediate threat to the school and may be as a result of an escalation of a partial lockdown.

Nurture, Enrich, Inspire

In the event of a full lockdown being activated a signal of a pulsing bell will be rung and the following procedures will be put into place:

- Staff will ensure that 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 windows and blinds/curtains
- A register will be taken
- Office staff will ensure that all external fire doors are closed
- Office staff will contact the emergency services
- The lockdown all clear will be given to staff in person by a member of the Senior Leadership Team
- If possible a Parent mail message will be sent to advise of the emergency and any changes to end of day collection arrangements

Lockdown procedures are in addition to our fire evacuation procedure. A fire evacuation is when the bell rings continuously to signify a full school evacuation due to a fire risk within the building. We have a fire practise every half term so hopefully the children will be familiar with these procedures.

I have talked to the children about the lockdown procedure in assembly today, however I am very aware that our children are very young so do not wish to scare them in any way. I have given examples of when we might need to have a lockdown to be - a dog in the grounds which we do not yet know if they are a friendly dog and that there is a visitor in the school playground that hasn't signed in at the office so we are checking that they are a safe, friendly visitor. I have also given the example of an air helicopter landing on the park beside the school so we all need to be inside to be safe.

Today we also had a practise of these procedures. Please be reassured that this was handled very sensitively so as not to scare your children but at the same time ensuring that staff are aware of procedures to be put in place in case of an emergency to ensure your children's safety.

If you have any questions or concerns surrounding these procedures please do not hesitate to contact me.

Kind Regards

K. Money

Mrs Money
Headteacher