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Dear Parents and Carers,

Enhancing Safety in Our School

At Avalon we take safeguarding and safety very seriously. It is important that we continually review all our procedures, considering even those events that are very unlikely to occur. As part of this process, we have a procedure called "Lockdown". I am writing to inform you that we will be practising this procedure at some point next week.

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 rather than to 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 has been discussed with all staff and will be explained carefully to the children. Our Lockdown procedure is as follows:

- The signal indicating the start of a lockdown will be a 5 second **intermittent** alarm tone which will sound throughout the school site.
- Children will move immediately inside to their own, or the nearest classroom/ safe room.
- School staff will make sure all pupils are accounted for by taking registers and headcounts.
- School staff will make sure all pupils are safe and secure by securing doors and windows, drawing blinds and switching off all lights and devices. Pupils will be instructed to hide away from sightlines of external doors and windows, for example under desks or tables.
- The emergency services will be called immediately.

Instructions for parents in the event of an actual lockdown (not a practice drill)

- Parents and carers will be informed that the school is in lockdown via the school's website and via a text message.
- Parents and carers 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.



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- Parents and carers should not discuss the event on social media, as this may spread false information and create panic.
- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information.

Today, in assembly, we have begun to talk about our lockdown procedures with the children and this will be followed up in class by form teachers.

Prior to our drill, staff will have spoken to our pupils about lockdown procedures and explained why they are important. They will reassure pupils during and after the drill and will emphasise that this is similar to a fire drill. We would encourage parents and carers to discuss the process and reasons for lockdown procedures being required in an open manner with their children.

We 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 school.

Yours sincerely

Mrs J Callaway
Headteacher