



Yenton Primary School



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Acting Head Teacher Mr P Smith

Dear Parents/Carers,

On 29th June 2017 at 9:30am, the school will be holding its annual lockdown practise. We will be following Birmingham City Council's Schools Lockdown Guidance and our policy, which is line with all requirements.

Why do we need to do this?

It is advisable that all schools have an effective lockdown procedure and that these are regularly practised and reviewed. Yenton recognises the need for robust and tested school lockdown procedures. Lockdown procedures should be a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. Pupils should also be aware of the plan and regular practices will increase their familiarity. Of course, it is not advisable to circulate the actual plan as if copies fell into the wrong hands it could render the plan ineffective.

For the purpose of our drill, we will tell the children we are practising what we would do if there was a dog roaming loose in the school.

Communication With Parents and Carers In An Actual Lockdown Situation

Parents and carers would be given enough information about what was happening so that you:

- are reassured that the school understands your concern for your child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as you could interfere with access by emergency service providers and may even put yourself and others in danger,
- wait for the school to contact you about when it is safe to come to collect your children, and where this will be from.

REMEMBER-

For children's safety, during the period, the school is in a full lockdown situation, the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out..."

If you have any questions or concerns about the Lockdown Procedures, please feel free to contact me.

Ms E. Webster
Deputy Head Teacher/ Safeguarding Lead