



Dear parent/carer,

8 January 2020

Re: Enhancing safety in our school : LOCKDOWN PRACTICE DRILL

At Ocean Academy, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown". I am writing to inform you that we will be practising this procedure on **Tuesday 14th January at 9.15am**

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 than 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 is as follows:

- Once a threat has been identified , senior members of staff will alert the whole school that lockdown procedures should be activated
- The emergency services will be called
- The alarm will be raised by the sounding of purpose bought hand held alarms situated throughout the school
- Pupils will all be moved into their nearest classroom and staff will support this if children are being taught outside
- Class teachers will take a register and alert senior staff if any children / staff are not accounted for via our in school lockdown system
- Classroom doors will be secured with lockdown 'jammers', blinds will be closed, lights turned off and the glass strip in the door will be obscured
- All external doors and windows will be locked

Instructions for parents in the event of a lockdown

Parents will be sent a text alerting them that lockdown is happening - please **DO NOT** panic or try to come to the school or contact the school during lockdown - this could put yourself, your child or a member of staff in danger. Once lockdown is over, another text will be sent to to update you.

- Please do not try to contact the school during this time as this may hinder our ability to call emergency services quickly
- Please do not discuss the event or practice drill on social media as this may spread false information or create panic
- If the lockdown continues after school hours, you will receive a text telling you what actions to take
- We will not release your child during lockdown, so please do not attempt to collect your child
- If you are going to be late to school during the drill, please do not bring your child to school until the lockdown is complete

All of our staff have had lockdown training and are fully aware of the procedures.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I 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 us.

Yours sincerely,

Best wishes



Mrs J Quarrie
Principal

