



1st March 2022

Dear Parent/Carer

Enhancing safety in our school - Lockdown

At Eckington School, 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 procedure called "lockdown". I am writing to inform you that we will be practising this procedure on Tuesday 8th March 2022.

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 dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution

Our procedure

Our lockdown procedure is as follows:

- Students will be alerted to a lockdown by the lockdown alert- a continuous ringing of the bell.
- If students are already in a lesson, then they remain in the room.
- If students are at break or it is lunch, students should move directly to their form room.
- The class teacher/form tutor will register the students to ensure that all are accounted for.
- Classroom doors will be locked from the inside and students moved away from windows and doors. Blinds to windows will be drawn.
- Mobile phones should be switched off.
- Students will get under their desks, and will be encouraged to keep silent and remain calm.
- The emergency services will be called.



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Achieving Excellence

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Instructions for parents in the event of a lockdown

- Parents will be informed if the school goes into a lockdown by email/text message and notification on the school website.
- Parents 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.
- Parents should not discuss the event on social media, as this may spread false information and create panic.
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if your child does not answer their phone.

Prior to our drill, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure students 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 students and staff are fully prepared. If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours sincerely

Alison Burgess

Vice Principal/Safeguarding Lead

