



ST. ALBAN'S CATHOLIC PRIMARY SCHOOL

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Head teacher
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Our lockdown drill arrangements

Dear parents,

I am writing to inform you of the school's lockdown drill that is due to take place on **Wednesday 9th May**. Following this date, lockdown drills will take place twice a year. During a lockdown, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand during assembly. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, are on school grounds.
- In instances where personnel, pupils, volunteers or staff become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the pupils to be at risk.

After I have given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- Mr Monaghan and Mrs Cartlidge will telephone all buildings to announce the drill. This call will be repeated.
- All windows will be secured and blinds closed.
- Teachers will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill Mr Monaghan will telephone all buildings to announce an 'all clear'.

I appreciate that as parents we may have some concerns or questions, please contact me and I will be more than happy to have a chat with you about it. My feeling is that it is highly unlikely we would ever have to instigate this however your child's safety is my priority. We regularly practice fire drills and I feel this is the same approach we need to take with this procedure.

Kind regards,

Mr Monaghan