

Dear Parent/Carer,

January 2019

Re: Enhancing safety in our school

At Wellsway School we take safeguarding and the safety of our students and staff 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". This is also a recommendation of good practice for schools from the Department for Education.

I am writing to inform you about what this involves and to make you aware that all staff and students will take part in a lockdown drill by the end of term.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety precaution similar to a fire drill. Our lockdown procedure would be used if and when there was a threat to the safety of students, staff and others in the school and when it is safer for everyone to remain on site 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 Lockdown Procedure

Lockdown will be used when the School receives an immediate threat and we feel that the students and staff are in immediate danger. A loud, intermittent siren will sound inside and outside the School to inform all that lockdown is in operation. The aim of a full lockdown is for the School to appear empty.

All students will remain in situ at the time of the lockdown. If students are outside, they must run and hide. External doors will be locked (depending upon the nature of the incident). All teachers will put down blinds, lock classroom doors and turn classroom lights off. Teachers and students must hide in their locations, turn off mobile phones and remain silent at all times. Students will not be allowed to leave the School until lockdown has been lifted by the Principal or most senior member of staff on site.

It is important that parents do not call or attend the School when a lockdown is in operation as this may hinder the School's effort to contact and work with the emergency services. We also ask that parents do not discuss the event on social media as this may spread false information and create panic within the community.

Students will also be instructed to turn off all mobile phones during a lockdown; therefore, please do not contact your child in the event of a lockdown as they will be unable to respond.

If lockdown continued beyond school hours, parents would be notified of this via Insight and the website updated or by emergency services to ensure that appropriate arrangements were in place for the collection of students once the lockdown is complete.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. Information will be delivered through a PSHE assembly delivered by a member of the senior leadership team and followed up by a classroom discussion with their classroom teacher, placing the procedure within the context of risk management and personal safety.

Whilst the chances of being caught up in a serious incident are very small, we know from case studies and testimonies of people who have survived attacks that, if followed, this advice can save lives. However, it is crucial that this message is conveyed to young people in a way that is sensitive and not alarmist and students will be made to feel that the school is a safe place.

Please be assured that we have not received any information to indicate that the school is at any increased risk, but it is essential that we take every step to ensure the students' well-being. I would be grateful if you could discuss this matter with your child to both stress the importance of the matter and reassure them there is no need to worry and that these procedures are in line with many other schools across the country.

If you or your child have any further concerns or questions, please do not hesitate to contact your child's tutor.

Yours faithfully,



Mr M Woodville
Principal



Mr P Comber
Assistant Principal