

King Edwin Primary School



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Re: Emergency Lock Down Procedure

Dear Parents/Carers,

As you may be aware, all schools will have a lockdown procedure in place in case of emergency. Our KEPS procedures are available on our school website. We practice lock down procedures and emergency fire evacuation regularly with the children so that they know what to do should we ever find ourselves in such a position.

The lock down preparation is managed sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure. Adults talk the children through the plan and prepare them well for the eventuality of such an emergency situation.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown procedures may be activated in response to any number of situations, these may be, but not limited to the following:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school community (in Edwinstowe but not at school)
5. The close proximity of a dangerous animal

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. You may wish to read the full policy, however, the following gives some simple guidance for our parents.

If necessary, parents/carers should be notified as soon as practicable to do so via the school communication messaging service that there is a lockdown situation, parents may be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the school as this will tie up the phone lines;
- they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- they should wait for the school to contact them about when it is safe to collect their children. Pupils will not be released to parents during a lockdown.

Hopefully, we will never have a situation where we would need to use lockdown procedures but by preparing well, we can all feel a little safer knowing that we have plans in place for any eventuality.

This morning, our children had a special assembly where I discussed the plans and reasons for having a lock down alarm. The children asked some excellent questions and it was extremely reassuring to see so many of them with a clear understanding of what to do and why we need to do it.

This afternoon, all of our children carried out the lock down procedure. Every child stayed silent in a classroom and either went under a table or located themselves near to a wall, hidden from view. The lights were off, the blinds were closed and adults locked doors as the siren sounded.



The lock down procedure was a success and I then spent a few moments in every class reflecting on how well the children managed the situation. Our youngest children in Cubs, Foxes and Badgers were particularly brilliant and the teachers are very proud of them!

Maybe you can help reaffirm what we do in the event of an emergency by discussing today's alarm with your children. I would imagine many of them would want to tell you all about what they did.

Thank you for your continued support.

Kind regards,

Andy Callaghan-Wetton
Headteacher

