



25th February 2020

Dear Parent/Carers,

Enhancing safety in our school - Lockdown

In June last year, we introduced our lockdown policy and procedures to our community. Information was shared with parents and children about what lockdown is, why a lockdown may be carried out and how a lockdown would be carried out. After sharing the information, the school practiced a lockdown event.

At St Joseph's 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, resulting in lockdown.

This half term, we will be conducting another lockdown practice.

- At the parent, governor and SLT coffee morning on 28th February, we will share information with parents about the lockdown process and procedures.
- On Friday 6th March, we will share a story called 'Moggy's Coming' with the children. This is a story about a school full of mice, who need to lockdown when a cat comes to their school. (The story will be shared at the coffee morning).
- On Tuesday 10th March, we will have a lockdown practice in school.

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 rather 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:

- People will be notified that school is in lockdown by a dedicated 'lockdown' sound – an air horn. These are situated around school.
- Pupils will move immediately inside to their own, or the nearest, classroom or lockdown space
- School staff will make sure all pupils are accounted for
- School staff will make sure all pupils are safe and secure
- The emergency services will be called by the Headteacher/SLT

Instructions for parents in the event of a lockdown

- Parents will be informed as soon as possible that the school is in lockdown. This will be in the safest and most appropriate way possible and could be via the school's website, school Dojo or telephone.
- 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.
- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information.

Prior to the drill, The Senior Leadership Team (SLT) and class teachers will have spoken to pupils about lockdown procedures and explained why they are important. They will reassure pupils during and after the drill and will emphasise that this is similar to a fire drill. We encourage parents and carers to discuss the process and reasons for lockdown procedures with their children.

I must stress again this is simply a practice, and the children will be made aware that this is happening to avoid unnecessary concern. The drill is essential to ensure 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 school.

Yours sincerely,



Mrs N Kelly
Headteacher