

13<sup>th</sup> July 2023

Dear Parent/Carer

**Re: Enhancing safety in our school**

At Burton Borough School, we take safeguarding and the safety of all students very seriously.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I am writing to let you know that we will be practicing this procedure on Thursday 20<sup>th</sup> July.

**What is a security lockdown and when would it happen?**

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our 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 security 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.

**What is our school's security lockdown procedure?**

This is a brief outline of school's procedure:

- Staff use a range of communication methods to inform of lockdown.
- Lockdown message to all school is sent out and via screens in classrooms.
- Staff to lock classroom doors and close blinds.
- Students and staff move to a safe area of the room.
- Message on screens to display lockdown is over.

**Instructions for parents/carers in the event of a security lockdown**

- Parents/carers will be emailed when a lockdown is taking place.
- Parents should not attempt to call or come into the school at this time, as this may hinder staff dealing with the situation and work with the emergency services.

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- Parents should not discuss the event on social media, as this may spread false information and create panic.
- Pupils will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone.
- If the lockdown continues beyond school hours, a further email will be sent giving an update on when students will be able to leave school.

### About our upcoming security lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that next Thursday, this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact school via 'Contact us' displayed at the top of our website.

Yours sincerely



Ben Morgan  
Acting Principal



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ETHICAL LEADERSHIP  
IN EDUCATION  
PATHFINDER

