

# WESTFIELD SCHOOL

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28<sup>th</sup> June 2017

Dear Parents and Carers,

## Re: Emergency Lockdown Procedure

We have reviewed our emergency lockdown procedures under guidance from East Sussex County Council. 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 could include:

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
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. In the unlikely event that we have to put this process into action we need to ensure that parents/carers are aware of the arrangements for the end of the day.

In the event of an emergency a signal of a bell will be heard throughout the school. This means that the school will carry out the lockdown procedure:

- Staff will ensure all pupils are inside the school buildings.
- If children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows and blinds that may be open.



Healthy Schools

- A register will be taken and where a child is not present Office staff will be notified and a search will be organised for the missing child.
- The 'all clear' signal will be given by a member of the Senior Leadership Team, in person, to each class.
- A parents message will be sent to advise of the emergency and a note will be posted on the school website.
- If we are still under a warning at 3.15pm, the children will only be released from school if it is safe to do so and if their parents or carers, or a nominated representative, are there to collect them. Any children that are not collected will be taken to the hall and be supervised until parents are available to come and take them home.

Our teachers will be sharing this procedure with their class and we will shortly be carrying out an emergency drill with the children to ensure that everyone is clear on what they have to do.

Thanks for your cooperation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Jarvis', with a long horizontal flourish extending to the right.

Matt Jarvis  
Headteacher