



## Lockdown Procedure – Information for Parents and Carers

Very occasionally, schools may need to go into a lockdown or partial lockdown to keep everyone safe. This could be due to a situation in the local area or on site that requires pupils and staff to remain inside the school buildings for a period of time. Please be assured that lockdowns are a precautionary safety measure, and the welfare of children and staff is always our highest priority.

### How will I know if the school is in lockdown?

- If the school goes into a full or partial lockdown, we will communicate with parents and carers as soon as it is safe and practicable to do so.
- Communication will be sent via ClassDojo, as staff will continue to have access to their laptops during a lockdown. Messages will explain:
  - a. that the school is in lockdown (full or partial)
  - b. what this means for pupils
  - c. what parents and carers need to do next

### What should parents and carers do during a lockdown?

During a lockdown, please do not:

- Come to the school site - arriving at school could put you and others at risk and may interfere with emergency services.
- Telephone the school - phone lines must remain free so staff can communicate with emergency services, the Local Authority, and other agencies if needed.
- Use social media to speculate or share unverified information - this can increase anxiety and spread misinformation.

Instead, please:

- wait for official communication from the school via ClassDojo
- be reassured that children will be supervised at all times by school staff
- trust that the school is following agreed safety procedures and advice from emergency services

### Will I be able to collect my child?

Children will not be released during a lockdown unless this is directed by the emergency services and communicated clearly by the school. If it becomes necessary for children to be collected:

- parents will be told when it is safe
- clear instructions will be given about where and when collection will take place

Please do not attempt to collect your child unless instructed to do so.

### How long does a lockdown last?

Every situation is different. A lockdown may last a short time or longer, depending on the nature of the incident. Parents and carers will be informed when the “all clear” has been given and normal arrangements resume.

### Reassurance

- Lockdowns are extremely rare.
- Staff and pupils practise procedures so that everyone knows what to do.
- Decisions are made by senior leaders in consultation with emergency services.
- The school will always act calmly, proportionately and in the best interests of pupils.

Thank you for your understanding and cooperation in helping us keep everyone safe.