

Mr L Roberts, Principal

BSc (Hons) QTS, NPQH

21 March 2018

Dear Parent/Carer

Re: Enhancing safety in our school

At St Bede's Middle 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. As part of this process, we have introduced a new procedure called "lockdown". Please be assured that we have not received any information to indicate that the school is at risk from an intruder, but it is essential that we take every step to ensure the students' wellbeing.

I am writing to inform you that we will be practicing this procedure on the 29th of March.

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:

- *Three 6 second bells will ring, as is normal procedure (to tell the pupils to come into school), however on all computer screens a lockdown notice will be displayed.*
- *Pupils will go to their normal classrooms*
- *Staff will count the pupils in the class and telephone or email the office any absent pupils*
- *The staff will follow the CLOSE procedure (at the end of this letter)*
- *The appropriate emergency services will be called*



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- We will share our information with parents via our website

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's website and by text (if possible)
- 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, therefore ensuring the safety of all pupils and staff
- 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 your child does not answer their phone
- If the lockdown continues beyond school hours, you would be notified via the website and notified by text of the collection arrangements

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

I must stress again this is simply a practice, so 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 us via email at office@st-bedes.worcs.sch.uk

Yours sincerely

A good way to remember this is think- **CLOSE**

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure – be aware you may be in lockdown for some time



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St Bede's Catholic Middle School (Academy)

Part of the Our Lady of Lourdes Catholic Multi Academy Company – Company Number: 9064485

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