

21 February 2018

Dear Parents/Carers,

### **Emergency Lockdown Procedure**

We have reviewed our emergency lockdown procedures under guidance from Enfield Local Authority. 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 children and staff in the school. These circumstances are extremely rare and we hope never to need to do this, but you will understand the need to be prepared.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident or 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)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog or animal

Our procedure aims to minimise disruption to the learning environment while ensuring the safety of all pupils and staff. It differs to a fire drill, because in the event of a fire directly effecting the school, everyone moves outside of the building and in the event of a Lockdown, everyone stays inside the building.

In order to warn of these dangers we raise the alarm as follows:

In the event of an emergency, an air horn will be sounded twice in each corridor and building.

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 the building
- Pupils in Nursery-Year 6 will be moved into the corridors away from windows and doors (an adult will ensure any windows are shut and blinds are down)
- A headcount will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child
- In the event of the need to call the emergency services, the office staff will dial 999 and request the emergency service required
- The "All Clear" signal will be given directly by a member of the Senior Leadership Team or office staff
- Our teachers have shared 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

In the unlikely event that we have to put this process into action we need to ensure that everyone is aware of the procedure.

Yours sincerely,

David Bryant  
Headteacher