



Dear parent/carer,

Re: Enhancing safety in our school

At Burnley Brow we review all our procedures, taking into account even those events that are very unlikely to occur such as fire or external threat. As part of this process we practice fire drills and now lockdown procedures regularly.

What is a lockdown and when would we carry it out?

A lockdown procedure is a Safeguarding 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:

- *People in school will be notified that it is in full lockdown by an alarm tone, or partial lockdown by 3 short blasts of a whistle (repeated)*
- *Pupils will move immediately inside, to their own, or the nearest classroom*
- *School will secure doors and windows, draw blinds and shutter the external entrances, where possible*
- *Emergency services will be contacted*

Full lockdown will mean that you cannot collect your children until you are informed that you are able to do so. ***PLEASE DO NOT RING THE SCHOOL AS THIS USES TELEPHONE LINES THAT WE NEED FOR EMERGENCY SERVICES.***

Partial lockdown means that external activities will cease and children and staff will stay in school until safe to exit.

Instructions for parents in the event of a lockdown

- *Parents will be informed that the school is in lockdown via the school's text messaging service and posted on the website*
- *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*
- *Parents should not discuss the event on social media, as this may spread false information and create panic*

Children have had an assembly where they listened to the different alarms and were told that lock-down could be for many reasons including human or animal. They were told, in the event of an alarm, to enter school, stay quiet and listen to instructions. In the event of a full-lockdown they would sit on the floor and listen to instructions. They were told, just as with fire practice, it is a practice to keep them safe.

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 have any further concerns or questions, please do not hesitate to contact the school on **info@burnleybrow.oldham.sch.uk**

Yours sincerely
H Atkinson-Smith
Headteacher