



16 March 2022

Lockdown Procedures

Dear Parent/Carer,

At Sandringham Primary, it is our duty to ensure the safety of all children and adults in our care. It is important that we continue to review and rehearse all our safety procedures, taking into account even those events that are very unlikely to occur.

As part of our many safeguarding processes such as 'Fire Alarm Procedure' we also have a 'Lockdown Procedure' in place in the academy.

We want to sensitively practise this procedure with children, in the same way we would practice a fire drill. **This would be explained to children that we are going to practise what to do if a stray dog was on the school site during lunchtime.** This will also support the children knowing the difference between the fire alarm and the lockdown alert. This will also mean, in the unlikely event that we need to actually carry out a lockdown procedure, children are familiar with the process and act calmly in this situation.

We have practised this briefly today, to practise children moving quickly inside the building.

This will include:

- Introducing children to the sound of the lockdown air horn
- Practise coming inside quickly and calmly (if outside)
- Listening to adult instructions and responding quickly

What is a lockdown procedure?

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) a major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose.



There are two levels of lockdown:

'Amber' (Partial) lockdown during which school activities carry on as normal practice. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. **Children and parents would not be aware of the situation in this instance.**

'Red' (Full) lockdown during which all staff and children would be inside the building, classrooms doors and windows barricaded and emergency services fully involved. **Children and parents would be fully aware of the situation in this instance.**

Before either 'lockdown' procedure is implemented, the school will seek advice from external emergency services. It may be that 'Amber' alert is implemented as a precautionary measure until there is clarity on the level of threat.

Communication with Parents

If necessary, parents will be notified as soon as it is practical and safe to do so via the school's established communication network, at Sandringham this is by text.

Parents will be told:

- '...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school at home time as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Situations requiring us to use this procedure are extremely rare, but we want to reassure you, as parents, that we are continually developing our practice to safeguard your children whilst they are in our care.

If you have any queries regarding any of the above information, please email admin@sandringham.school

Yours sincerely,
Mr C Metcalfe
Principal