

Dear Parents/Carers,

## Re: Enhancing Safety in Our School

At Perton Middle School, we take safeguarding and the safety of your child very seriously. As such, like all schools across the country, it is important that we have a plan and procedures in place for those events that are very unlikely to occur. As part of this, we have a safety procedure called 'Security Lockdown'.

I am writing to let you know that we will be practising this procedure on Tuesday 5<sup>th</sup> December.

### What is a security lockdown procedure and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our 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 security 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 school
- A nearby chemical accident or other risk of air pollution
- An incident related to terrorism

### What is our school's security lockdown procedure?

In the case where a security lockdown procedure is needed, the following would happen:

- Three short sharp bells will sound for the duration of 30 seconds.
- Staff and pupils will remain in their classroom or go to a place of safety.
- Staff will ensure that all pupils are out of the view of windows or doors and the classroom and exterior doors will be locked.
- Windows will be secured and blinds will be drawn.
- Staff in each classroom will take a register to account for all pupils.
- Emergency services will be called.

### About our upcoming security lockdown drill

- Prior to practising this process with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important in an age-appropriate way. They will reassure pupils during and after the drill that they are safe and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.
- When the lockdown is over, we will revert to a typical day at Perton Middle School and follow the normal timetable for the rest of the day.

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- We appreciate that this may instigate a degree of apprehension for some of our pupils, but we would like to reassure you that all children will be briefed and prepared before the event and will be able to ask any questions that they may have. We will make every effort to support all pupils as well as ensuring that all pupils know the procedures to follow should the need ever arise.
- I must emphasise again that this is simply a drill so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

**What is the role of a parent / carer in the event of an actual lockdown?**

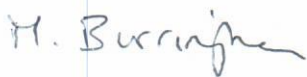
In the unlikely event of an **actual** lockdown needing to happen, parents and carers;

- would be informed at a convenient moment via the SIMs app and the school website. Our immediate priority, however, would be to ensure the safety of those on site.
- should not attempt to come to school at this time as this may hinder our efforts to contact and work with the emergency services.
- not discuss the event on social media as this may spread false information and create panic.
- make no attempt to contact call their children as all phones will be switched off as per our Mobile Phone Policy

If the security lockdown were to continue beyond school hours, parents would be notified at a convenient point via the SIMs app and website and we would ask that the advice above is followed.

If you or your child have any concerns or questions, please do not hesitate to contact your child's form tutor.

Yours faithfully,



**M. Burrington**

**Acting Headteacher**