

Chesterfield Primary School
Chesterfield Road
Enfield
EN3 6BG
01992 760 678
Executive Headteacher: Zoe Hussain



Dear Parents and Carers,

Re: Emergency Lockdown Procedure

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency.

We have reviewed our procedures and I am writing to inform you about this. We will practice the procedure at least once a term with children so that they would know what to do should we ever need to use lockdown. This is done calmly and sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure. Your child may tell you that we have practised this week. To prepare children for this, we have held classroom discussions that explained the procedure in an age-appropriate and reassuring way. After the practice, teachers reassured children that they are safe and that school is a very safe place to be, emphasising that practising procedures like this will make sure that the school remains a safe place to learn.

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 staff and children in the school.

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

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 etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

If necessary, parents/carers will be notified as soon as practicable to do using the school text messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- parents should not contact the school as this will tie up the phone lines;
- parents should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- parents should wait for the school to contact them about when it is safe to collect their children.

Pupils will not be released to parents during a lockdown.

Hopefully, we will never have a situation where we would need to use lockdown but we all feel safer knowing that we have procedures in place for any eventuality that would keep our children safe.

Kind regards

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