



**St Patrick's**  
Catholic Voluntary Academy

**ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.**

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**Headteacher:** Mrs T Lane



5<sup>th</sup> October 2020

**Re: Enhancing safety in our school**

Dear Parents/Carers,

At St Patrick's we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have a procedure called "emergency lockdown".

I am writing to inform you that we will be practising this procedure on **Wednesday 7<sup>th</sup> October 2020**.

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

A lockdown procedure is a standard 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 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:

- There is a 3 bell alarm system to alert pupils and staff to the need for lockdown.
- Staff will move immediately inside to their own, or the nearest classroom/lockable room.
- Staff will make sure all pupils are accounted for by taking a register.
- Staff will make sure all pupils are safe and secure by securing doors and windows, and drawing blinds.
- The emergency services will be called.

**Instructions for parents in the event of a lockdown**

- In the event of a real lockdown, parents will be informed that the school is in/has been in lockdown via parent mail as soon as it is safe to do so. **It is important that all parents sign up to parent mail which is a free service provided by school and update your contact details with parent mail and school if you change them.**
- 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.
- Pupils should not have mobile phones in school, if for some reason they do, they will be in secure storage in the main office, so parents should not be alarmed if your child does not answer their phone.
- If the lockdown continues beyond school hours, stay at home, await instructions either from school or from the emergency services before travelling to school to collect your child.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important in a way that is appropriate to their age and maturity. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

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 or your child have any further concerns or questions, please do not hesitate to contact Mrs Lane via the admin team on [admin@st-patricks.nottingham.sch.uk](mailto:admin@st-patricks.nottingham.sch.uk) or telephone 0115 9152961

Yours sincerely,

Mrs T Lane  
Headteacher