



Oxenhope Church of England Primary School

A member of the
bdot
family

7 January 2022

Dear parents/carers

Enhancing safety in our school

At Oxenhope C of E Primary School, 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 will need to take part in our annual Lockdown practice.

I am writing to inform you that we will be practicing this procedure on **Monday 10th January**.

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 documented in the Lockdown Policy which is available to view on our school website – <http://www.oxenhopeprimary.org.uk/>

Our aim is to make this practice as stress free as possible for children, staff and parents to ensure that maximum safety can be achieved should a real incident occur. We feel it is important to recognise that we do not to maximise fear amongst our children. Therefore, we are making sure that there is a robust nurturing message surrounding the lockdown drill.

What will happen on the day of the drill?

On the day of the drill the children will be told what will happen and children will have the chance to ask questions and talk about their feelings. Staff will take time to talk to pupils about lockdown procedures and explain why they are important. 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.

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The drill will take place in the afternoon at around 2pm (Please read the school policy to find out how this will take place) and the staff and children will know when this will be happening. Obviously in a real situation this wouldn't happen however we felt that as this is a practise we feel giving as much information as possible would be less stressful for all concerned.

Instructions for parents in the event of a lockdown

Once again information about instructions for parents is featured on our policy available on the school website.

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.

Yours sincerely

Mrs Alice Jones
Headteacher

“Believe
and
achieve”

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