

18th April 2024

Dear parents/carers,

Re: Enhancing safety in our school

At Wisborough Green Primary School, we take safeguarding and the safety of your child(ren) very seriously.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called “security lockdown”. I’m writing to let you know that we’ll be practising this procedure on 30th April 2024.

What is a security lockdown 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 animal or person on or around 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

What is our school’s security lockdown procedure?

Our procedures allow for a ‘partial’ and a ‘full’ lockdown.

A partial lockdown may occur because of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school, but whereby that risk is not immediate. It may also be because of a warning being received regarding the risk of air pollution, etc., especially any warning from the emergency services.

A full lockdown would result from an immediate threat to the school and may be an escalation of a partial ‘lockdown’.

Depending on the severity of the security threat, procedures may include:

- Staff sounding one (partial lockdown) or two (full lockdown) whistles to notify that we are in lockdown
- Pupils move immediately inside to their own, or the nearest, classroom
- Teachers make sure all pupils are accounted for by checking their daily attendance numbers (headcount) and completing a register if required
- The lockdown manager (Headteacher or designated deputy) ensures that all classes have been checked and children located
- Staff make sure all pupils are safe and secure by securing doors and windows, and drawing blinds
- The emergency services will be called if required

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Instructions for parents/carers in the event of a security lockdown

- The lockdown manager will direct office staff to inform parents and carers that the school is in lockdown via the school's email system and Twitter (X).
- During a 'lockdown', no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.
- All staff, pupils and visitors already in the school will not be allowed to leave the school until the lockdown has been declared over.
- Parents and carers must not try to contact the school during the 'lockdown' as this may hinder our efforts to contact and work with the emergency services.
- Parents/carers should not discuss the event on social media, as this may spread false information and create panic.
- Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services. If the lockdown continues beyond school hours, parents and carers will be informed about any changes to collection arrangements in this circumstance via email, Twitter (X) or class WhatsApp.


About our upcoming security lockdown drill

Our upcoming drill will be based around a fictional stray dog running loose in the local area and will be a partial lockdown. Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will explain that practising procedures like this help to ensure that the school remains a safe place to learn.

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.

If you or your child have any concerns or questions, please do not hesitate to contact us via email to office@wisboroughgreenschool.org.uk.

Yours sincerely,



Caroline Bennett
Headteacher