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Headteacher: Mrs. H. Atkinson-Smith. BA(Hons) MA, PGCE

Dear Parents/Carers,

15th May 2023

Re: Safety in our school

At Burnley Brow we continue to review our safeguarding procedures, considering even those events that are very unlikely to occur. As part of this process, we have two lockdown procedures. We will practice both procedures annually.

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

A lockdown procedure is a Safeguarding health and safety procedure where we come inside or stay inside the building and lock all entrances.

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, rather 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

Full lockdown procedures are:

- People in school will be notified that it is in full lockdown through the school speaker system. It sounds a male voice which says, '**Emergency full lockdown**'.
- Any Pupils and staff outside will immediately return to the building.
- All entrances will be locked and shuttered, blinds will be closed, and adults and children will stay behind locked doors, where possible.
- Staff will make attendance lists where possible
- Emergency services will be contacted

Partial lockdown procedures are:

- People in school will be notified that it is a partial lockdown through the speaker system. It sounds a female voice which says, '**Partial lockdown please remain in, or return to your classroom**'.
- All external activities will cease, and children and staff will stay in school until safe to exit.
- Lessons and normal school life will continue inside the school building.

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's text messaging service and posted on the website when possible
- 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
- If the lockdown continues beyond school hours, we will attempt to contact you but this is dependent on the situation

Prior to our drill, 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.

If you have any further concerns or questions, please do not hesitate to contact the school.

Yours sincerely,

Mrs. H. Atkinson-Smith
Headteacher

