

## Ashbourne Primary School

Headteacher: Miss Paula Whysall

Chair of Governors: Ashley Tabony



10<sup>th</sup> December 2019

Dear parents,

Under guidance from Derbyshire County Council and in line with the Metropolitan Police guidance, we have had our own emergency lockdown procedure in place since April 2018.

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 children and staff in the school.

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

- A reported incident or civil disturbance in the local community;
- An intruder on the site;
- A warning being received regarding a nearby risk of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- A dangerous animal e.g. large dog roaming loose on the school grounds.

Our procedure is as follows:

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| Signal for Lockdown – 5 beeps of the school bell |
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| Signal for All clear – 5 beeps of the school bell |
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| <b>ACTIONS:</b> |
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| <ul style="list-style-type: none"><li>• Staff will ensure all pupils are in their classrooms and close all doors and windows, lock if able to.</li><li>• Office staff will lockdown the front entrance.</li><li>• Staff will block any access points into the classroom by moving furniture in front of the door.</li><li>• Close all blinds and switch off lights.</li><li>• The children will be asked to sit on the floor, against a wall if possible.</li><li>• Staff will undertake a register as soon as possible and report any missing pupils to the office via email.</li><li>• Everyone will remain inside with doors locked until the all-clear has been given or unless told to evacuate by the emergency services</li></ul> |
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The teaching staff always share this procedure with their class in an age appropriate way and we carry out emergency drills with the children every term to ensure that everyone is clear on what they have to do.

In the unlikely event that we need to use this procedure, parents will be informed via text.

Kind regards,

Miss Paula Whysall

Headteacher