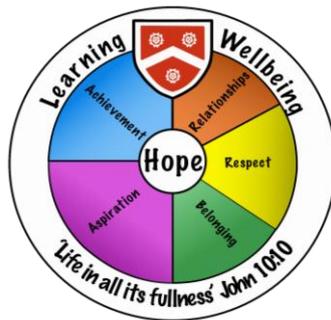




WADHAM SCHOOL

Guidance for Parents and Carers in the event of a Lockdown or High Alert Situation



Who is responsible?	Finance & Resources Committee
Review Timescale	1 year
Approval Date	April 2021
Next Review	April 2022

Signed

Date.....

Lockdown Procedures Policy

Aim

Full Lockdown or High Alert procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of students, staff, visitors or parents / carers.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of everyone. There may be a need to restrict the movement of students and staff around the school environment to ensure their safety should a risk be identified.

Full lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents / carers
- An intruder on the school site with the potential to pose a risk to staff and students
- A major fire in the vicinity of the school
- Wild animals on site

High Alert procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk within the local area
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school
- A risk of air pollution
- A serious or emergency accident or incident requiring the emergency services at the school

All situations are different. Once all students and staff are safely inside, the designated Incident Management Lead (IML) will arrange an ongoing and dynamic risk assessment based on the advice from the Emergency Services. The level of threat will be adjusted accordingly.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year.

Students should also be aware of the procedures. Regular practice similar to emergency evacuation will improve their familiarity.

Communication - between Parents/Carers and the school

In the event of a full lockdown or High Alert, any incident or development will be communicated to parents/carers as soon as is practicable via the established communication system, such as Edulink. This will be carried out by the Data Controller. It is essential that all Parents and Carers regularly update their contact details on Edulink to ensure we can contact you without fail.

This message will be:

*'Wadham School is in a *full Lockdown/ high alert situation. During this period the phones, office and entrances will be un-manned and external doors locked. Please wait for further instructions and information – we shall update you as soon as possible'* (* delete as required)

- It is important that mobile telephone contact is not made with your child during this time, as this could compromise their safety during a lockdown situation.
- Please be reassured that we shall keep you updated on what is happening/has happened and understand your concern for their child's welfare and that we shall be doing everything possible to ensure their safety.
- Parents are asked **not to contact the school** during a lockdown or immediately afterwards. Calling the school could put students and staff safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked **not to come** to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents should **wait for the school to contact them** about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.
- Parents should be reassured that any measures needed to ensure the incident does not re-occur will be put into place immediately.

De-brief: this will take place for staff at the end of the school day. There will be a full school assembly immediately upon the return to school the following

day. It is important that both students and staff have the opportunity to talk about the previous day's events.