



2nd May 2018

Dear Parent/Carer,

I am writing to inform you of a new policy and procedure at Park Grove Primary Academy. In line with schools nationally and the Ebor Trust we are introducing a lockdown procedure for emergency situations. We will have a drill once a year to practise this procedure. We are planning to hold our first drill before the half term break.

During a lockdown, staff members will keep pupils indoors for a period of time, rather than using outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement. If, after the first drill, we think it necessary, we will have another practice ahead of schedule.

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand in each class. We will explain that just as we have to practise what to do in case of a fire, we are also going to practise keeping safe inside school. We hope that the lockdown procedure will never have to be used but need to ensure we are fully prepared for all situations. Classes will be spoken to at an age appropriate level, as with all new situations that arise.

Park Grove Primary Academy's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, are on school grounds.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.

After the headteacher or most senior member of staff has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- Our alarm will be sounded, which is an intermittent beep on our existing fire alarm system.
- Staff will direct pupils inside, by the nearest entry point, to the nearest designated 'safe place' (classrooms or gym/hall).
- The site manager will lock all exterior doors, once everyone is inside.
- All windows will be secured and blinds closed.
- Staff will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill the Headteacher or most senior member of staff will announce an 'all clear'.



Park Grove
PRIMARY ACADEMY

It would be impossible for us to account for every possible scenario that could occur within an emergency situation, but this will be a good start for us being prepared.

If you have any concerns or questions, please contact the senior leadership team or the pupil support team. All of our email addresses are listed below.

Kind regards,

Miss J Sawyer
Headteacher

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