



New Haw Community School

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10th January 2023

Dear Parents/Carers,

ENHANCING SAFETY IN OUR SCHOOL

At New Haw, we take safeguarding and the safety of your child very seriously. It is therefore 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 recently reviewed our procedures for securing the premises in the case of such an emergency and will be practicing our lockdown drill with the children at least annually so that they know what to do should such an event ever occur.

I'm writing to let you know that we will be practising this procedure on Wednesday 18th January.

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's 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 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

About our upcoming security lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure 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.

Yours sincerely,

Mrs M T Cahill
Executive Headteacher