



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Head Teacher: Mrs Z Brittain BA (Hons)

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Hampton Hill Junior School

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Head teacher: Mr A Went B.Ed (Hons)

Deputy Head: Mrs A Appleyard BAQTS

Dear parent/carer,

Re: Enhancing safety in our school

At HHJS, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we practice a procedure called "10 bells lockdown".

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

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

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 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

Our procedure

Our lockdown procedure is as follows:

- › The lesson bell will be rung 10 times continuously.
- › All pupils and staff will move immediately to the nearest classroom where they will be registered.
- › The emergency services will be called
- › The school will be made safe by all classrooms being locked and windows and blinds shut.

Instructions for parents in the event of a lockdown

In the event of a real lockdown, parents will be notified by Arbor and the website. Please do not call or attempt to come to the school as this may hinder our efforts to work with the emergency services. Parents should not discuss the event on any social media as it may spread false information and panic. We will keep parents updated through the website and Arbor.

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

It is important for us to practice a lockdown procedure, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact us.

Yours sincerely,

Mr A Went Headteacher