

## Lockdown Information for Parents

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a clear policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

Procedural information for Parents Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as it is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident.

Parents will be naturally concerned and anxious, all accurate information releases will assist to alleviate undue anxiety. The school's main priority is the safety and welfare of its pupils, and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently away from site until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and LPA jointly to resolve the matter as soon as possible with little impact to the pupils and the wider community. However, it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the office and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice."