

Dear Parent/Guardian

**Re: Lockdown Procedure Practice**

Martyn's Law comes into effect in 2027. All UK schools, including early years, primary, secondary and further education, will automatically fall into the scope of the act and need to prepare before enforcement begins in 2027. More information about Martyn's Law can be found here: [Watch: new Martyn's Law explainer video | ProtectUK](#).

At Holy Rosary, we take safeguarding and the safety of your child very seriously. It is 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 been reviewing our lockdown security practices.

I am writing to inform you that as part of this review teachers have been discussing lockdown procedures with classes. The purpose of this is to inform and prepare pupils for a practice of this procedure before the end of the Spring / Lent Term.

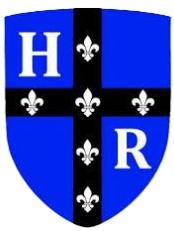
**What is a Security Lockdown and When Would it Happen?**

A security lockdown procedure is a standard health and safety procedure like 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. It would also be used when it is safer for everyone to remain in school. The aim is to keep people safe by confining them to a secure place. 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.
- An incident related to terrorism.
- A police or ambulance helicopter landing on site.

**What is Our School's Security Lockdown Procedure?**

- The difference between a full and partial lockdown procedure, along with the signals used in the form of different sounding bells for each of these different procedures.
- What they will need to do for a partial or full lockdown, including what the teachers will do to keep them safe in each of these zones.
- How our school will make sure all pupils are accounted for using registers and how the steps of our normal missing student procedure will be used to ensure they and their peers are safe.
- The steps that we will take in the classroom to ensure that all students are safe, including within the room they are in e.g. securing doors and windows and drawing blinds.
- The procedure for calling the emergency services, who will do this and what steps we will take if we need to evacuate the building, for any reason during a lockdown, to ensure the safety of staff and students.



## Instructions for Parents/Carers in the Event of a Security Lock down

In the unlikely event of a lockdown, we would do the following to inform you as parents about this situation and the type of lockdown this is.

- The administration staff will, as soon as it is possible and safe to do so, send a pre-populated message to parents/carers via the school's ARBOR system to inform them that the school has been placed in full or partial lockdown.
- At this point, parents/carers **should not** attempt to call or come to the school as this may hinder our efforts to contact and work with the emergency services causing a jam on the phone lines.
- That parents/carers **should not** discuss the event on social media as this could spread false information and create panic. Students will also be reminded not to communicate externally when they are within a lockdown to keep themselves and others safe. **This includes the use of mobile phones.**
- Students in years 5 & 6 who bring their phones to school will **not be permitted to use their phones** during a lockdown. These are kept secure during the school day as per our standard practice. We know, if this event occurred, that you would want to get in touch with them as soon as possible, but request that you are not alarmed if your child does not answer any contact via calls or texts during a lockdown. They would be following the instructions we have asked of them to keep everyone in our community safe.
- Should, for whatever reason, a lockdown continues beyond the school hours, we will keep parents informed as soon as it is safe to do so and as soon as possible through the methods detailed above.

## About Our Upcoming Security Lockdown Drill

Prior to practising this procedure with pupils, teachers have spoken with pupils (appropriate to their age) about what they need to do in the event of a full lockdown procedure and explaining why they are important. We will of course reassure pupils 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 relating to this drill, please do not hesitate to contact us.

Yours faithfully,

Mrs Dyché