

Oaklands Catholic School and Sixth Form College

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Edith Stein Catholic Academy Trust
(A Company Limited by Guarantee)
Registered in England and Wales, Company No 07721932

Headteacher: Matthew Quinn B.Ed (Hons), M.A., NPQH

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Our Ref: MQ/SM

5 July 2023

Dear Parents and Carers

Emergency Lockdown Procedure

As I am sure you are aware, the school regularly carries out fire alarm evacuations to test our procedures in the case of an emergency. Under guidance from the Local Authority we have been encouraged to review and develop our emergency lockdown procedures. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupils in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community.
- An intruder on the site.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog.

In the majority of cases, the requirement to 'lock down' the school will be based on direction from the Police and each scenario will require slightly different actions on the part of the school within the framework of our 'lock down' procedures.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. In order to warn of these dangers, we raise the alarm as follows:

- In the event of an emergency a signal of ten intermittent bells will be rung. This means that the school will carry out the lockdown procedure.
- Staff will ensure all pupils are inside the school buildings.
- If pupils are outside, staff will bring them back into their classrooms or a safe place and lock any outside doors and close any windows that may be open.
- A register will be taken and any child not present will be notified to the Attendance Officer who will arrange with a member of the Senior Leadership Team for a search for the missing child.
- Site and other support office staff will ensure all external fire doors are closed and ensure key pad entry doors have the key pads engaged.
- In the event of the need to call the emergency services, the reception office staff will dial 999 and request the emergency service required.
- Internal communications systems will be used to message staff throughout the lockdown procedure.

- The all clear signal will be given by a continuous bell, and a tour of the school by members of the Senior Leadership Team and site staff will be conducted. A message will also be sent out to teaching staff.
- A message will be sent to parents to advise of the emergency and a note will be posted on the school website and will be updated throughout the lockdown process.

In the unlikely event that we have to put this process into action for real we need to ensure that parents are aware of the arrangements, as outlined above. If we are still under a warning at the end of the school day pupils will only be released from school if it is safe to do so and under the guidance of the Police. In this situation further advice will be provided via parent email and on the school website.

We also need to advise parents that students will not be allowed to communicate with their parents or anyone else using their mobile phones that the school is in lockdown. Parents are also asked not to ring into the school for confirmation of the lockdown or to get updates. You will appreciate that we will need keep lines of communication open for the emergency services and the local authorities.

It has been a while since we have tested our procedures, so it is our intention to rehearse our lockdown procedures before the end of the academic year. Students will receive an assembly where the procedures related to lockdown will be explained to them.

Thank you for your co-operation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Quinn', with a horizontal line underneath the name.

Mr Matthew Quinn
Headteacher