

Walkley Primary School
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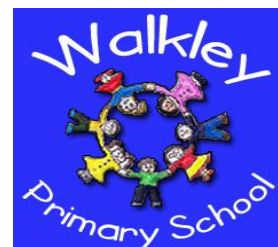
Email: enquiries@walkley.sheffield.sch.uk

Web: <http://www.walkleyprimaryschool.org.uk>

Headteacher: Val Sian

Deputy Headteacher: Chris Wallis

Chair of the Governing Body: Sian Holmes



'Enjoyment, Achievement, and Learning for life...'

Wednesday 15th November 2017

Lockdown Procedures at Walkley

Dear Parents/Carers,

It is a state of the times that the Governors of Walkley Primary School have approved a Lockdown Policy written by the Headteacher.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Communication with Parents

As part of our safeguarding policy, In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This will be directed by the Headteacher and used by school office staff / DHT only.

Parents should be given enough information about what will happen so that you:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from.

However, we will endeavour to reinforce providing messages to parents via the website if the school were ever in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

Emergency Services: It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents. In the event of a prolonged

lockdown or more severe scenario, the Headteacher will contact Learn Sheffield to ask for the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Pupils

Pupils will practice Lockdown procedures, just as we are prepared through our termly fire drills, after a shared assembly on Wednesday 15th November.

Lockdown Policy

A copy of our full Lockdown policy is available on the school website under 'policies'.

Yours Faithfully

Mrs Sian
Headteacher