



NORTH YORKSHIRE COUNCIL
Pickering Community Junior School

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Dear parents and carers

I trust that you all had a good half term break and that the children were all looking forward to coming back to school this morning.

At Pickering Community Junior School, we take safeguarding very seriously. It is important that we continue to regularly review all of our procedures, taking into account even those events that are very unlikely to occur. As part of this process, and in line with national guidance, we have a “lockdown” procedure in place. I am writing to inform you that we will be practising this procedure shortly. It saddens me greatly that we live in a time when this procedure even needs to be considered but I have a duty of care to all the staff and pupils at our school. We need to ensure that, should the unthinkable occur, we are prepared to protect our pupils to the best of our abilities.

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 to evacuate. The aim is to keep people safe by confining them to a secure place.

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 has two stages, the details of which are shared with our staff and governors. The **Stage 1** procedure is an *invacuation*. This will involve the children being brought into the main building as quickly and as safely as possible. The **Stage 2** procedure is a full lockdown which will involve the drawing of blinds and securing of classroom doors and windows.

Instructions for parents and carers in the event of an actual lockdown

- Attempts will be made to inform parents with a notification via the Arbor Parent Portal that the school is in lockdown.
- Parents should not attempt to call or come to the school, as this may hinder the school’s effort to contact and work with the emergency services.



- Parents should not discuss the event on social media, as this may spread false information and create panic.

Shortly, we will be carrying out a **Stage 1** drill - an invacuation from the school playground. Prior to our drill, I will be talking to all the children about our procedures and will sensitively explain why they are important for us. We will reassure pupils before, during and after the drill that they are safe and will emphasise that practising procedures like this, such as a fire drill, will make sure that the school remains a safe place to learn.

I must stress again that this is simply a practice so that, in the unlikely event of such a situation, our pupils and staff are fully prepared.

Many thanks for your ongoing support.

Yours sincerely,



Mrs M De Barr
Headteacher

