

24<sup>th</sup> January 2020

Dear Parent/Carer

### **Re: Enhancing Safety in our School**

At Compass School Southwark, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process I am writing to inform you that we will be practising our lockdown procedure next week.

#### **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 evacuate. The aim is to keep people safe by confining them to a secure place of safety.

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**

We follow the **CLOSE** procedure:

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing attention

**E**ndure - Be aware you may be in lockdown for some time

#### **Instructions for parents in the event of a lockdown**

If necessary, parents will be notified as soon as it is practical to do so via the schools established communication network either by text &/or email.

Parents will be told: '...the school is in a (full/partial) lockdown situation due to (reason given). During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Pupils will not be released to parents during a lockdown. Parents will be asked not to call the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be collected from office staff or emergency services.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

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

If you or your child have any further concerns or questions, please do not hesitate to contact our reception team at [info@compass-schools.com](mailto:info@compass-schools.com)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Marcus Huntley', written in a cursive style.

Marcus Huntley  
**Principal**