



April 2019

Dear Parent/Carer

Enhancing Safety in Our School

At The Hamble School 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, we are going to practice a procedure called “lockdown”.

We will be informing students of this procedure during assemblies and in tutor in the coming weeks and intend to conduct a practice scenario later on this half term. Students will be informed that they should not use their phones during the lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. 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.
(Lockdown Procedures – The Hamble School)

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

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- 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 roaming loose.

In the event of a full lockdown, parents/carers will be informed via text and email as soon as possible. For partial lockdown, parents/carers will be informed by text, email and updates via the school website.

In the unlikely event of a lockdown, parents/carers should follow the guidance below:

www.thehambleschool.co.uk

T: 023 8045 2105 • F: 023 8045 7439 • general@thehambleschool.co.uk

Headteacher: Mr A Govan, BA (Hons), MA Ed.

- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school, as this could interfere with emergency provider's access to the school and may even put ourselves and others in danger.
- You should wait for the school to contact you about when it is safe to come and collect your children, and where this will be from. Should the lockdown continue beyond the school day, and changes to normal collection arrangements required, details will be communicated via text, email and the school website.
- When the school is in a full lock down situation, the switchboard and entrances will be un-manned, external doors locked, and nobody allowed in or out with the exception of the Emergency Services; this is in order to keep students and staff safe.
- Please be aware that students will be discouraged from using their mobile phones during any lockdown as this can often lead to distress and confusion over the situation, so do not be alarmed if your child does not answer their phone.
- We ask that you do not discuss any lockdown event on social media, as this may spread false information and cause unnecessary panic.

Prior to our practice drill, tutors will take time to talk to students about lockdown procedures and explain why they are important. They will reassure students during and 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.

We are in the process of considering the particular arrangements for students with SEN or specific medical needs who may need special support during this procedure. If you have any information you would like to share regarding this, please contact Miss Savins to discuss.

Full details of our lockdown procedure can be found on our website

<http://www.thehambleschool.co.uk/policies-procedures/>

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

If you or your child have any further concerns or questions, please do not hesitate to contact your child's tutor in the first instance.

Yours faithfully



Sarah Pennington-Chick
Assistant Headteacher

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.

