

02 May 2023

Dear parent/ carer

Enhancing Safety in our School

As you will be aware at The Hamble School, we take safeguarding and the safety of your child very seriously.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have a new safety procedure called 'Security Lockdown'.

I am writing to let you know that we will be practising this procedure on **Wednesday 3 May Lesson 5**.

What is a security lockdown and when would it happen?

- A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.
- Our security lockdown procedure would be used when there is a threat to the safety of our students, staff and others in the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security 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.

What is our school's security lockdown procedure?

- A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community.
- Students and staff are notified that it's in lockdown by an alarm – 8 Start-Stop (Partial) and 8 Start-Stop with one long (Full).

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- All school activities are moved immediately inside to their own, or the nearest classroom. No one is allowed to enter or exit the building
- Interior and exterior doors on the site are locked, staff will secure doors and windows, and drawing blinds.
- In the case of a Lockdown the emergency services will be called.

Instructions for parents/ carers in the event of a security lockdown:

- Parents/ carers will be informed that your school is in lockdown via a text message.
- Parents/ carers should not attempt to call or come to the school at this time, as this may hinder your effort to contact and work with the emergency services
- Parents/ carers should not discuss the event on social media, as this may spread false information and create panic
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child doesn't answer their phone
- If the lockdown continues beyond school hours, information about any changes to collection arrangements in this circumstance will be communicated via email.

Our upcoming security lockdown drill:

Prior to practicing this procedure with students, staff will take time to talk to students about security lockdown procedures and explain why they're important. They will reassure students after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn. This will be happening in tutor time across the course of the week and I would encourage you to discuss this with them at home.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact your child's Head of Year

Yours sincerely



Miss L Cambridge
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.