Wednesday 25th November 2026

Security Lockdown Practice

As you may be aware, all schools are advised to practise evacuating the school to ensure that all children and staff are familiar with the procedure should we need to vacate the premises quickly, e.g. in the event of a fire.

In addition, we also practise the opposite of this procedure as there may be an occurrence where everyone needs to be kept safe **inside** the building. We refer to this as a 'Security Lockdown' practice. It is explained to children as a 'keeping safe' practice.

It is recommended that schools / places of work rehearse 'Security Lockdown' procedures throughout the year. The 'Security Lockdown' procedure is usually a precautionary measure in response to an incident which may pose a threat to the safety of our school community. The Security Lockdown procedure may be activated in response to any number of situations.

An example could be:

- A reported incident/civil disturbance in the local community (with a potential risk to our school community);
- An unidentified person on the school site;
- A warning being received regarding a local risk, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants;
- Aircraft landing on the school field.

The safety and well-being of all our children and staff is of utmost importance. It is therefore essential that we safeguard against all potential risks that could occur on the school premises. The aim of a security lockdown practice is to provide all staff and children with the knowledge of how to keep safe should an incident arise. This involves familiarising everyone with the specific warning sound and exact procedures to follow.

Today, your child took part in a whole school security lockdown practice. A message on the Tannoy system announced the start of the lockdown; signalling to everyone that they should move to / remain inside the buildings. Children were grouped together in their classes and read a story by school staff. All exterior doors were locked, windows closed and blinds drawn (where applicable). Children remained with a member of school staff at all times, and were aware they were taking part in a 'keeping safe' practice. Whilst this is a serious matter, we ensured that the practice was as 'child-friendly' as possible, with the children enjoying story time in every class. During the **practice**, members of the Headship Team walked around the school buildings to ensure that there were no points of entry to the school buildings. Once the walk was complete / premises were deemed safe, another message was announced to signal the end of Lockdown.

During 'Security Lockdown', no visitors, (except emergency services), are admitted to the premises; any visitors already on site follow the Security Lockdown procedure led by a member of school staff.

Thank you for your continued support.

Yours sincerely,

The Headship Team

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