



TANFIELD
SCHOOL

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10th June 2022

Dear Parent/Carer

Lockdown Procedure Drill

You might be aware that Britain's terror threat level has been downgraded from "severe" to "substantial." However, following the tragic events at Robb Elementary School in Texas, we feel it is essential that we are prepared for occasions when it would be necessary to lockdown our school as a precautionary measure. Although incidents like this are very rare, we will be holding a lockdown drill shortly, in exactly the same way we hold fire drills.

Safeguarding is of utmost importance but we are also mindful that conducting a drill of this nature could be worrying for some students. We have started to explain the need for this drill in our morning meetings to reassure any students who may have any such concerns. Please help to reinforce with your child at home that the following incidents are extremely rare but making ourselves familiar with the school lockdown policy is very important.

Lockdown procedures may be activated in response to any number of situations. Some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
 - An intruder on the school site.
 - A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
 - A major fire in the vicinity of the school.
 - The close proximity of a dangerous dog roaming loose.
- A serious accident on-site requiring good access for emergency services or restricted access for students.

There are two types of lockdown; a partial lockdown and a full lockdown. I have summarised below the key actions that we will be practicing in a full lockdown.

1. The Senior Leadership Team will trigger the alarm directly with the main office.
2. The lockdown alarm will sound; this sound is a continuous tone and is distinct from the school fire alarm and changeover bell.

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3. Staff radios will also be used to broadcast that a lockdown is in place.
4. At this point all students will remain in their designated classrooms. Students in open spaces such as corridors will be escorted by a member of staff to the closest closed classroom.
5. Staff will then ensure that classrooms are locked.
6. Classroom windows locked and blinds drawn.
7. Students/staff sit quietly.
8. All outdoor activity to cease immediately with students and staff reporting to the sports hall or the nearest safe space.
9. The duration of the drill will be very short. It will be terminated by the silencing of the lockdown alarm and the Senior Leadership Team providing a message over staff radios.

Doors will then be unlocked, blinds/windows opened immediately and the lesson can resume as normal.

As I have stated, the nature of this exercise could have the potential to be upsetting for some students, particularly younger ones. However, we will conduct the process in an extremely calm and supportive manner. If you have any queries, please do not hesitate to contact me.

Yours sincerely



Mr C Jones
Deputy Headteacher

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