

Dear Parent / Carer,

Re: Practicing our new "Full Lockdown" safety procedure

At Danesgate Community, keeping your child safe is our top priority. We regularly practice safety drills so our staff and students know what to do in an emergency.

Just like we practice fire drills, we are introducing a new safety drill called a "**full lockdown**". We will practice this drill with students during the week starting Monday 16th November.

What is a full lockdown?

A lockdown procedure is used if there is a threat outside or near the school, and the safest option is for everyone to stay inside a secure room.

A lockdown might be used for situations like:

- A dangerous person on or near the school site.
- A disturbance or dangerous situation in the local community.
- A chemical spill or air pollution nearby.
- A serious emergency or security threat.

How we will prepare your child?

We know drills can cause worry and anxiety, so we are taking a gentle, step-by-step approach:

- **Week of Monday 2nd November:** Staff will talk to students in form time, life skills, and PSHCE lessons to explain what a lockdown is and why we practice it. Keyworkers will reassure students and answer questions.
- **Week of Monday 9th November:** Classes will do a calm "walk-through" of the procedure.
- **Week of Monday 16th November:** We will run the full practice drill.

How you can help?: Please talk to your child at home about why safety drills are important, and reassure them that this is only a practice.

What happens during a lockdown?

If a lockdown happens, staff and pupils will:

- Be alerted immediately by school emergency leaders (The Emergency Management Team)
- Move quickly to the nearest identified 'Cluster room'.
- Lock or wedge doors shut and cover windows. Cluster rooms have been identified with limited access and visibility.
- Stay calm and quiet with support from staff.
- Switch off all mobile phones immediately.
- The Lead of the Emergency Management Team will contact emergency services right away.

What parents and carers need to do

In a real lockdown, we ask that you follow these steps:

- Check official messages: We will contact you as soon as possible by text, email, and an update will be on our school website. It is therefore important that your emergency contact details are updated on our system.
- Do not come to the school or call the office: Phone lines and access roads must stay clear for the police and emergency services.
- Do not worry if your child does not answer their phone: Students must turn off their phones so they are not distracted and remain safe and quiet.
- Do not post on social media: Social media can spread false information and create panic.
- Wait for official updates: We will work closely with the police and Local Authority and update you as soon as we can.

Questions or concerns?

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 pupils and staff are fully prepared and can stay safe.

If you or your child have any questions or worries, please contact your child's Keyworker or Provision Lead.

Yours sincerely,

Chris Nichols

Danesgate Community