



## Reading School Protective Security Procedures Information Letter

Dear parent/carer,

### **Re: Enhancing safety in our school**

At Reading School, we take safeguarding and the safety of your child very seriously.

It's 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 introduced a new safety procedure called "security lockdown".

I am writing to let you know that we will be practising this procedure during an appropriate time (with minimum disruption) week commencing Monday 23<sup>rd</sup> March. Students will receive information about process and reassurance via their tutor.

### **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's 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?**

Procedures will include:

- Notifying students via staff (with various forms of communication, including our newly installed lockdown alarm)
- Students will remain silent in class, or directed towards the nearest safe space as directed by staff or set out in the procedures

How we will ensure the safety and security of all students:

- Securing all doors, windows, drawing blinds, keeping students away from windows
- The Headmaster or nominated person calling 999
- Contact parents via email / text in the event of a security lockdown

Parents must not attempt to call or come into school at this time. This could hinder the safety and communications with the emergency services.

Parents must not attempt to contact their child. 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.

Parents must not discuss the event on social media, as this may spread false information and create panic.

If the lockdown continues beyond school hours, parents will be informed about any changes to collection arrangements in this circumstance.

### **About 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'll 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.

We 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 me by emailing [layres@reading-school.co.uk](mailto:layres@reading-school.co.uk)

Yours sincerely,

Lizzie Ayres

Deputy Head & Designated Safeguarding Lead