Burford School & Nursery

'Enjoy, Achieve, Succeed Together'

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Dear Parents and Carers,

At Burford 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, this morning we have had a 'lock down practice' in school.

What is a lockdown and when would it happen?

A school lockdown is a standard health and safety procedure, similar to a fire drill.
Our lockdown procedure would be used when there is a threat to the safety of our pupils, 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 Burford's lockdown procedure?

Our priority at Burford School is to keep your children safe and calm. The school's fire bell will be triggered. Instead of a constant ringing sound, the alarm will be intermittent and will continue to ring until a member of the Senior Leadership Team deems it safe, and turns the alarm off.

Whilst the alarm is raised, your children are asked to:

- Sit underneath their school tables if they are in the classroom
- Move to the nearest classroom/Burford building and crouch down low/sit under a desk
- Not to talk to each other
- To listen to their class teacher who will talk to them in a quiet and calm manner (the children in younger years may have a story whispered to them and they will 'huddle' rather than sit underneath tables)

Whilst the alarm is raised, your child's class teacher and school staff:

- Make sure all children are accounted for by using their emergency class registers (absences are noted daily for fire/security lockdown purposes)
- Ensure all doors are locked, windows closed and blinds drawn (where appropriate)

In the event of a real security lockdown, I, or a member of SLT will call the emergency services.

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

In the unlikely event that the school is lockdown, we will inform parents via text that the school is in lockdown. Where possible, this will also be communicated on the school website.

In this rare instance, parents/carers should not attempt to call or come into school at this time, as this may hinder the school's efforts to contact and work with the emergency services.

We also ask that all parents/carers should not discuss the events on social media, as this could spread false information and create unnecessary panic.

Explaining to the children about our lockdown practice

After this morning's lockdown, staff took the time to talk to the children about the lockdown procedures and explained why they are important. I visited every class to check that they were ok and praised them for their efforts this morning. We reassured the children that the practices are there to keep them safe. In tomorrow's assembly, I will be talking to the children about how we keep them safe in school which will include, who are safe adults they can speak to and why we have fire and lockdown practices.

The children and staff at Burford School were amazing this morning and we are super proud of Team Burford.

Best wishes,

Mrs Marshall
Headteacher

securly
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