

	<p>ANSTON HILLCREST PRIMARY SCHOOL Hawthorne Avenue, South Anston, Sheffield S25 5GR Tel. 01909 550022 Headteacher: Mrs Kate Rayner school@anstonhillcrest.org</p> <p><i>“Making a difference”</i></p> <p>Our values are: RESPECT, RESILIENCE, TEAMWORK, KINDNESS and ASPIRATION</p>	
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Lockdown drill arrangements

29th November 2024

Dear Families,

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency. We have reviewed our procedures in school and will practice the procedure termly with children so that they would know what to do should we ever need to use lockdown.

This is done sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure.

During a lockdown, staff members will keep children indoors for a period of time, away from outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to children’s learning, whilst fully testing the lockdown procedure.

It is essential we carry out this drill, so that, in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and to identify any potential areas for improvement.

Staff members will be instructed to remain calm at all times, so that children do not become distressed. The drill process will be explained to children beforehand during assembly that week. We hope the lockdown procedure will never have to be exercised in genuine circumstances, but we must ensure that we are fully prepared for all situations.

The school’s lockdown procedure will be followed in the following circumstances:

- In the event that unauthorised individuals, who are considered dangerous, are on school grounds or anyone posing a threat in the local community.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct a child/children.
- In instances where volunteers, staff or visitors become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the children to be at risk.

After the instruction for the lockdown drill to commence, the following procedures will be rehearsed:

- I will/ designated member of staff will give the signal to announce the drill. This will be 5 air horn short bursts in Key Stage 2 building and 5 bells in Key Stage 1/ Foundation Stage building
- Staff will direct children inside, using the nearest entry point.
- Teachers will lock all exterior doors.
- All windows will be locked and blinds closed.
- Staff will reassure children throughout the procedure to limit distress.
- Children will be directed away from doors and windows.
- Nobody will be allowed in or out of the building for the duration of the drill.
- At the end of the drill, the head teacher will send a message to announce an 'all clear'.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. You may wish to read the full policy, however, this section gives the guidance for parents.

If necessary, families will be notified as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety.

We would ask parents to not contact the school as this will tie up the phone lines or attend school as this could interfere with the emergency services access to school and they may put themselves in danger.

We'd like families to wait for us to contact them about when it is safe to collect their children. Pupils will not be released to parents during a lockdown. Hopefully, we will never have a situation where we would need to use lockdown but we all feel safer knowing that we have procedures in place for any eventuality that would keep our children safe.

If you have any concerns or questions, please contact the school office on 01909 550022 or e-mail directly to school@anstonhillcrest.org

Copies of our Lockdown Plan are available on the school website.

Yours sincerely



Mrs K Rayner

Head Teacher