



Church Drive Primary School
"Together we Belong, Believe and Achieve"

Port Sunlight, Wirral, Merseyside CH62 5EF

Headteacher: Mrs J Jones Website: www.churchdriveprimary.co.uk
Telephone: 0151 645 5527 schooloffice@churchdrive.wirral.sch.uk



Friday, 26th April 2024

Dear Parents/Carers

Emergency Lock Down Procedure

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency. We will practice the procedure at least annually 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 to not cause any distress, in the same way that school would practice the Fire Evacuation Procedure.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Please read this guidance for parents:

If necessary, parents/carers should be notified as soon as practicable to do so via the Arbor 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:

- *They should not contact the school as this will tie up the phone line;*
- *They should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;*
- *They should wait for the school to contact them about when it is safe to collect their children.*

Pupils will not be released to parents during a lockdown.

*Happy and Safe
Respecting
Ready to Achieve*

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Child Protection Contact at School: Joanna Jones Telephone: 0151 645 5527
Data Protection Officer at School: Craig Stilwell (Judicium)



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Hopefully, we will never have a situation where we would need to use a lockdown but we all feel safer knowing that we have procedures in place for any eventuality that would keep our children safe.

We are going to operate a mock Lockdown procedure on Monday, 29th April 2024, to alert the children to the sound of the alarm (different to our Fire Drill) and to practice placing the children under the tables in their classrooms from Year 1 upwards. The children will be notified in advance and will be told that a dog has come onto the playground.

It will be carried out in a supportive and sensitive manner.

Kind regards

Mrs J Jones
Headteacher

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