



Our ref: RP/NS/Partial Lockdown

Date: 14th October 2022

Dear parent/carer,

Enhancing safety in our school

At Dame Elizabeth Cadbury 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, we have introduced a new safety procedure called “partial lockdown”.

I am writing to let you know that we will be practicing this procedure in the coming weeks at school.

What is a partial 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 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

Instructions for parents/carers in the event of a real partial lockdown

- Parents/carers will be informed that your school is in lockdown, via your school website, or an electronic communication system
- Parents should not attempt to call or come to the school at this time, as this may hinder your effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic

About our upcoming partial lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about partial lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn.

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 concerns or questions, please do not hesitate to contact enquiry on enquiry@decschool.co.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Prime', written in a cursive style.

Mr. R Prime
Headteacher