

Emergency Lockdown Policy & Procedures – Information for Parents

Rationale:

As part of our Health & Safety policy and procedures, the school has an Emergency Response Plan, which includes procedures and protocols that will be followed in the event of a situation that requires a “Lockdown” of the school site.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure pupils and staff are safe in situations where there is a hazard on the school grounds or in the near vicinity.

Our aim is that lockdown procedures (full or partial) should be a sensible and proportionate response to any internal or external incident that has the potential to pose a threat to the safety of pupils, staff and visitors in the school. Procedures aim to minimise distress and anxiety for pupils, whilst ensuring the safety of all.

Lockdown Drills:

Partial lockdown drills will be practised at least once a year to ensure staff know exactly what to do in such a situation. Monitoring will take place and staff will be debriefed to identify required improvements.

Given the age of the children we work with, full lockdown drills will not be undertaken unless the threat level locally is felt to be high enough to warrant such a drill. Parents will be informed where possible if a full lockdown drill is likely to take place.

For further details on our lockdown procedures, please contact the school office.

Communication with parents:

If necessary, parents will be notified as soon as it is practical to do so via the Everbridge notification system and the usual email system.

Everbridge—Emergency Notification System

In the event of unscheduled school closure or Lockdown we aim to inform you as quickly as possible. Hertfordshire offer a county wide system called Everbridge. To receive these alerts by SMS and or email you will need to register with the Everbridge School Closure Notification System. Please use the link below to access the registration page.

member.everbridge.net/index/892807736725489

This link will direct you to the “**Sign Up**” page where you should click on the “sign up” button located at the top right hand side of the page on the grey strip and from there follow the instructions. It should take no more than 5 minutes to register and you can edit your information at any time should you change your mobile number or email address.

Whilst we will aim to email as usual, the Everbridge system is likely to be your first notification.