



Oakwood Infant and Nursery School

Headteacher: Miss Debra Ward

Address: Waldene Drive, Alvaston, Derby DE24 0GZ

Telephone: (01332) 574192

Email: Admin@Oakwoodi.derby.sch.uk

www.oakwoodinfant.com

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RE: Our lockdown drill arrangements

Dear Parents and Carers,

I am writing to inform you of the school's lockdown drill that is due to take place in the next two weeks. Following this, lockdown drills will take place once a term.

During a lockdown, staff members will keep pupils 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 pupils' 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 pupils do not become distressed. The drill process will be explained to pupils beforehand in classes in ways that are appropriate for the age of the children. 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.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- In instances where personnel, pupils, volunteers or staff 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 pupils to be at risk.

After the head teacher has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- The head teacher will use a whistle to sound across school to alert the staff that lockdown procedures are to commence.
- The head teacher will circulate the main buildings to check procedures are being followed and staff kept updated on any progress, where this is safe to do so.
- If children are outside, teachers will direct pupils inside the nearest building, using the nearest entry point.
- Teachers will lock all exterior doors.

- All windows will be locked and blinds closed.
- Teachers will reassure pupils throughout the procedure to limit distress.
- Pupils will be directed away from doors and windows, to a dedicated place of safety.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill, the head teacher will telephone all buildings to announce an 'all clear'.

If you have any concerns or questions, please contact the head teacher at head@oakwoodi.derby.sch.uk

Copies of our Full Lockdown Procedure can be obtained on request from the school office.

Yours sincerely,

Miss Deb Ward

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