



# St Richard Gwyn Catholic High School

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Ms C. McCormack Headteacher

Information regarding school lockdown procedures

Dear Parents and carers,

All schools are advised to put in place emergency arrangements in the unlikely event of an incident requiring a school to use a lockdown procedure to ensure the safety of the students and staff. The lockdown procedure is a response to any incident that has the potential to pose a threat to the safety of students, staff and visitors in the school. The procedure may be used in situations such as an incident of civil disturbance in the local community, terrorist action or threat of terrorist action or an intruder on the school site.

When the school is in lockdown, all those on site will be required to follow the procedures. Senior members of staff in school will coordinate the lockdown procedures to ensure the safety of all areas of the school. We will establish contact with emergency services and the local authority until it is appropriate to end the lockdown procedures.

In the unlikely event that the school will need to invoke a lockdown, the school will communicate to parents/carers that lockdown procedures are in place via School Comms. We would request that in such circumstances, parents do not use the phones to contact the school as we would need to keep phone lines clear for communication with emergency services. There will be no access to the school other than to emergency services. During a lockdown, the school retains loco parentis and students will not be released to parents until the lockdown has ceased.

These procedures are a precaution and are nothing to be alarmed about. In order to support this process, we are going to undertake a lockdown rehearsal with all students, staff and visitors in school. This rehearsal will allow students to become familiar with the procedures as they are different to our fire evacuation procedures. We will discuss this with students to prepare them for this rehearsal but we would be grateful if you could reinforce the message that this is nothing to be concerned about but allows additional safety arrangements to be made in school should we need to use the lockdown procedures. Should you have any questions in relation to this, please direct them via your child's Head of Year.

Yours faithfully,

Mrs K Roberts

Assistant Headteacher