

9 July 2026

Dear parents/carers,

Re: Enhancing safety in our school

At Tanners Brook, we take safeguarding and the safety of your child very seriously.

It's 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 "security lockdown".

I'm writing to let you know that we'll be practising this procedure on Tuesday 14 July 2026.

What is a security 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's 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

What is our school's security lockdown procedure?

We will be teaching our children about the CLOSE procedure:

- **C**lose all windows and doors
- **L**ock up/shut doors
- **O**ut of sight and minimize movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware that you may be in lockdown for some time

During a lockdown procedure, the following will take place:

- A hand bell will be rung continuously for 3 minutes
- An alert will be sent to all computers in the school
- Children will remain in the classroom (or hall) they are in. If they are in the corridor etc when the bell is rung, they will be taken into the nearest classroom.
- Adults in the room will take a register to check which children they have with them. They will let the office know if there are children unaccounted for or if they have extra children who are in lockdown in their room with them.
- Adults will ensure any external doors are locked, that windows are closed and blinds/curtains are shut. They will switch off any monitors and interactive whiteboards.
- The emergency services will be called
- All children and adults will stay in lockdown until the Heads of School, Deputy Head and Office Staff verbally let the adults know it is safe to leave the room

Instructions for parents/carers in the event of a security lockdown

- You will be notified as soon as it is practical to do so by email (via Arbor) that the school is in a lockdown situation
- You should not attempt to call or come to the school at this time, as this may hinder the school's efforts to contact and work with the emergency services
- Please do not discuss the event on social media, as this may spread false information and create panic
- If the end of the day is extended due to the lockdown, you will be notified and will receive information about the time and place children can be picked up from the office staff of the emergency services.

About our upcoming security lockdown drill

Prior to practising this procedure with children, staff will take time to talk to them about security lockdown procedures and explain why they're important. Before, during and after the drill, they will reassure the children they are safe and will emphasise that practising 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 me.

Yours sincerely,

Ingrid Dowse



Co-Headteacher

Sarah Mack



Co-Headteacher