



Dear Parents & Carers,

17th March 2026

Lockdown Procedure Practice

At Coulston C of E Primary School, 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 are required to review and produce 'lockdown procedures' which includes having practices and drills.

I'm writing to let you know that we'll be practicing this procedure on Thursday 19th March during the morning when most children will be in class. I am aware there are some children on a school trip that day, but this will be an opportunity to test alarms and procedures – just as we regularly test alarms and procedures by having fire drills.

The children will be told what is going to happen, and on this occasion will be well prepared for this drill.

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, but instead of vacating the building, children and staff are kept inside.

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. The aim is to keep people safe by confining them to a secure place so the whereabouts of everyone is known.

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

Although very rare, I know of three local schools who went into lockdown due to a car crashing into the school fence; a dog that got onto the school site; and a kangaroo in the playground! In each of these cases the lockdown was short and the situation dealt with swiftly.

Continued.....





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What is our school's security lockdown procedure?

On Thursday, our drill will follow this process:

- An alarm will sound and children will make their way to the nearest classroom.
- Emergency services would be called.
- Doors and windows will be closed and where possible locked.
- Blinds will be lowered.
- Pupils will be accounted for.
- An all clear will be given by SLT visiting classrooms/learning spaces.

I must emphasize 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.

During the Lockdown drill, nobody will be allowed to enter the school premises including parents/contractors or any other visitors. However, we will do our best to ensure that this is for a very limited time.

If you or your child have any concerns or questions, please do not hesitate to contact me via the school office, or speak with me in the playground.

Many thanks,

Mr Paul Garratty

Head Teacher

