

Spire Junior School

Jawbones Hill, Derby Road, Chesterfield S40 2EN
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Headteacher: Mrs C Vernon

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Friday 20th June 2025

Dear Parents / Carers,

Emergency Lockdown Procedures

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of children and staff in the school.

Lockdown procedures may be activated in response to any number of situations, these include:

- A reported incident or disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog
- A firearms or weapons attack

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A lockdown of school will be signalled by our lockdown alarm (the word LOCKDOWN, repeated a number of times with a short pause in between, or if this is not accessible, a radio message on the staff's walkie talkies. As an example, the following procedures will then be put in place:

- Anyone outside the building (e.g. on the playground) will be brought inside as quickly as possible.
- Class teachers will close any doors blinds & windows.
- Office staff / site staff will lock all other external doors.
- There will be no communication with anyone outside even if they are knocking on the door or window.
- Children will stay in classrooms (or the hall / other rooms if told to go in there).

As parents / carers, you also need to be aware of your role within a lockdown. The school understands your concern for your child's welfare, and that you want to be assured we are doing everything possible to ensure his/her safety. In the event of a real lockdown, any incident or development will be communicated to you as soon as is practicable and safe.

- **Do not contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers.



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- **Do not come to the school.** You could interfere with emergency provider's access to the school and may even put yourself and others in danger.
- **Wait for the school to contact you** about when it is safe for you to come to school to collect your children, and where this will be from.

In the event of a prolonged lockdown or more severe scenario, Derbyshire County Council has the capacity to provide additional assistance.

This procedure will be shared in an assembly during the week commencing 30th June, with your child's teacher following this up in their own classrooms in case children have any questions or concerns. We will then carry out a lockdown drill in the following days to ensure that everyone is clear about what they would need to do in the event of an emergency of this kind. We will endeavour to do this as sensitively as possible given the age of the children and the reasons for the procedure. However, a drill is important as we need to practice what we would do in a real event occurring.

Informing you now gives you the opportunity to talk to your child about this in advance if you feel this would benefit them, or to understand what has happened in school should your child talk at home about a 'lockdown' drill.

We need children to be as safe as possible if a situation ever arose, in much the same way as we prepare children for the event of a fire by conducting fire drills. Please rest assured that these procedures are only precautionary and school is not expecting a situation to arise where this would need to be put into practice in a real situation.

If you would like to discuss this in any further detail, please do not hesitate to contact me in school.

Yours faithfully,

Mrs Charlotte Vernon
Headteacher

