



# Titus Salt School

Headteacher: Mr I Morrel BA (Hons) NPQH

Higher Coach Road  
Baildon  
Shipley  
BD17 5RH

23 April 2018

Dear Parent/Carer

Further to my letter of June 2017, regarding national advice for schools to have procedures in place for lockdown, I am writing to let you know that an in-school practice of our lockdown procedures will take place on Monday 30 April 2018; in this context, a lockdown is the ability of our school to quickly restrict access to the school building or parts of the building in response to a threat, either internal or external. The aim of lockdown is to prevent our pupils, members of staff and known visitors to the school moving into areas that may have become a danger. Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident or disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)

I have had a series of meetings with a number of members of staff in school and taken advice from the Local Authority to consider the range of scenarios that all schools may encounter in which lockdown is required. The practice we are holding on the 30 April 2018 will be to test our site security and the effectiveness of internal communication systems that would be relevant to all lockdown scenarios.

In the event of an emergency requiring the activation of lockdown a signal will be given over the school's public address system to trigger the following procedures:

- Members of staff will ensure all pupils inside the school building are in an area off corridors (for example, this may be a classroom, the school kitchens, the main hall or Sports Hall)
- Members of staff in different areas of the school will ensure doors and windows are closed and window blinds are drawn
- Site management staff will ensure all external fire doors are closed and ensure controlled access doors are engaged
- In the event of the need to call the emergency services, designated members of staff will dial 999 and request the emergency service required
- All pupils, members of staff and known visitors will be notified of the all clear signal over the school's public address system

As you can appreciate, we hope never to have to be in a situation where these procedures are activated but we need to prepare ourselves. Therefore, we will be holding a practice of these procedures to ensure our protective security measures are effective. We will plan to practise our procedures at other times during the next academic year for different scenarios so that our lockdown procedures become as straightforward to achieve as our fire drill.

I am aware that this may cause some anxiety for some pupils and their parents/carers and we have considered what we feel we need to do to ensure our pupils and staff are safe and that our procedures are effective through a calm and measured approach. It will inevitably be an unusual situation that we all find ourselves in to lockdown our school for a period of time but we will need to practise this so we can be assured our procedures are effective. I very much appreciate your support in this matter; if you have any concerns regarding this, please contact relevant members of Year Teams, our SENCo or DSP Leader in the first instance.

Yours sincerely

Ian Morrel  
Headteacher



Telephone: 01274 258969

Fax: 01274 258970

Web: [www.titussaltschool.co.uk](http://www.titussaltschool.co.uk)

Email: [enquiries@titussaltschool.co.uk](mailto:enquiries@titussaltschool.co.uk)