



East Hoathly CE Primary
School and Nursery
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Monday 27th January 2025

Dear East Hoathly Families,

RE: Lockdown Drill

At East Hoathly, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, every year, we run a drill called "lockdown".

We are writing to inform you that we will be practising this procedure this week.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is 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 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

Our procedure:

Our lockdown procedure is as follows:

- Staff are notified that lockdown procedures are to take place immediately on hearing a whistle being blown continuously through a radio. Upon hearing this all staff to blow their whistle to alert others.
- Pupils and adults will move to their closest classroom where appropriate safety action will be taken, including forcing the doors closed, closing windows and blinds, lights off and, if needed, children to move to the safest corner of the classroom
- One member of staff from each room to walkie talkie with numbers of pupils and staff to confirm that all students are safe. Mrs Briley is responsible for locating children not in their classroom.
- The emergency services will then be called



Instructions for parents in the event of a lockdown:

- Parents would be informed via Arbor if the school is in lockdown
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- If the lockdown continues beyond school hours, arrangements would be sent out via Arbor.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. This is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further questions, please do not hesitate to contact us.

Yours sincerely,

Mrs A Briley
Head of School