



Our Reference: AKILET1a/SL

Dear parents and carers

Re: Lockdown Procedures

I am writing to inform you of the procedures that would be instigated by the school in the event of a serious incident occurring either in the local area or on the school site. The safety of students, staff members and visitors is paramount and it is our duty to protect the wellbeing and welfare of these people when on site.

In an emergency, staff members at Clacton County High School will endeavour to take all reasonable actions in order to ensure the safety of its students. It is vital that all staff, students and parents are aware of the lockdown procedures to minimise disruption.

We are proposing to hold a lockdown drill that is due to take place on Friday, 14th February at approximately 3.00pm in the afternoon.

During a lockdown, staff members will keep students indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The lockdown drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement

The lockdown drill process will be explained to students beforehand during registration. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown procedure will come into effect in, for example, the following circumstances:

- In the event that a person or people, considered dangerous, are on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct students.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage in the local area.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the students to be at risk.

At the sound of the lockdown alarm:

- A senior member of staff will circulate the main buildings to announce the lockdown drill.
- If outside, or on lesson changeover, teachers will direct students to go to what would be their next lesson.
- Staff will secure all exterior doors.

- All windows will be secured, lights will be turned off and blinds closed, where possible.
- Teachers will reassure students throughout the procedure.
- Students will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill an *all clear* announcement will be made.

If you have any concerns or questions, please contact Adrian Kidd, Deputy Headteacher, using admin@cchs.school

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Taylor', with a long horizontal flourish extending to the right.

Chris Taylor
Head of School