



Tuesday 14th January 2025

Re: Enhancing safety in our school

At Haven High, we take safeguarding and the safety of our students 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 have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practicing this procedure on Friday 17th January at the Marian Campus.

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.

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 rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

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
- An incident related to terrorism

What is our school's security lockdown procedure?

- The alarm will sound – this is an intermittent alarm that sounds every 5 seconds with the same sound and volume as the fire alarm.
- Police will be called.
- Students must move immediately inside to their nearest classroom – any students not in lessons – should hide / disperse if this will improve their safety.
- Staff will make sure all students are accounted for e.g. taking registers, identifying any students out of lessons.
- Staff will make sure all students are safe and secure, e.g. securing doors and windows, and drawing blinds where applicable.

Instructions for parents/carers in the event of a security lockdown

- Parents/carers will be informed that the school is in lockdown as soon as possible via Ed:Gen.
- Parents/carers should not attempt to call or come to the school at this time, as this may hinder the effort to contact and work with the emergency services.
- We ask that Parents/carers not discuss the event on social media, as this may spread false information and create panic.
- Students will be instructed not to use mobile phones during a lockdown, so parents/carers should not be alarmed if their child doesn't answer their phone.



About our upcoming security lockdown drill

Prior to practicing this procedure with students, staff will take time to talk to students about security lockdown procedures and explain why they're important. They'll reassure students after the drill that they are safe and will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn. I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact the school.

Yours sincerely,

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