



Dear Parent/Carer,

RE: Our School's Lockdown Procedure

The safety and security of our students and staff is a top priority for Brentford School for Girls. As you already know, we have a number of measures in place aimed at ensuring our school remains a safe place for our students to learn. These all form part of the school's wider safeguarding procedures and included within this is our 'Lockdown' procedure. We thought it would be helpful to provide you with some more information on our school's 'Lockdown' procedure.

A lockdown takes place, if there is a disturbance or incident inside or outside of school buildings, within the school grounds or outside of the school boundary. Should a situation arise that requires us to implement our 'Lockdown' procedures, we will ensure that:

- All students are inside the buildings and accounted for;
- Classroom doors secured and blinds in rooms that have them are closed to ensure that students are not distracted by anything that may be happening outside;
- Students remain inside the school and classrooms until instructed by a senior member of staff to resume their activities;
- All exterior doors are locked and if necessary the emergency services are called;
- No one will be permitted to enter or leave a building or the site during a 'Lockdown'

If our school needed to implement our 'Lockdown' procedure, we would not inform you that it was taking place because we would not want you to come to, or call the school. This is because it may endanger yourselves or block our telephone lines to the services that we may need to help us. We will always work closely with emergency services to keep students and school staff safe and should we ever need to activate our 'Lockdown' procedure we will inform you **after** the incident is over unless instructed by the emergency services to do this sooner.

Whilst we are sure this may all sound very serious, the likelihood of needing to use our 'Lockdown' procedure is extremely rare. It is however important that our students understand the procedure and are prepared for it, in the unlikely occurrence that we might need to use it. Therefore, just as we prepare our children to respond properly to a fire drill, they also need to be aware of the proper response during a 'Lockdown' drill, as for us; they hold the same level of priority. Please be assured that staff at our school are all familiar with the procedure and are all trained how to respond. At specific times during the course of the year, we will spend time discussing the importance of this procedure with the students.

We hope this update on the school's 'Lockdown' procedure has been helpful, should you have any questions please do not hesitate to contact:

Ms Baldy – School Business Manager – mbaldy@brentford.hounslow.sch.uk

Yours faithfully,

Ms M Baldy
School Business Manager