

Our Ref: SST/PDE

Thursday 9<sup>th</sup> October 2025

Dear Parent/Guardian,

### **Re: Lockdown Procedure**

As part of our commitment to safeguarding young people it is important that we continue to review our procedures, considering even those events that are very unlikely to occur. As part of this process, and in line with the government's advice for all schools, we have revised and renewed our 'lockdown' procedure and I am writing to inform you that we will be practicing this procedure on Thursday 16<sup>th</sup> October 2025 in the afternoon.

A lockdown procedure is a standard health and safety procedure like a fire drill. Our 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 than evacuating. The aim is to keep people safe by confining them to a secure place of safety. During the past twelve months there have been several reported cases of schools needing to go into lockdown for various reasons, therefore, it is essential that we are prepared if this were to happen at The Duston School.

Scenarios where our lockdown procedure may be used include but are not limited to:

- a potentially dangerous person or animal on the school site
- a 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

During our lockdown procedure pupils will be alerted to a lockdown by an alarm. If pupils are already in a lesson, then they remain in the room. If pupils are between lessons or it is break-time, pupils should move to the nearest safe space. The class teacher will ensure classroom doors will be barricaded from the inside and pupils moved away from windows and doors. Blinds to exterior windows will be drawn. Pupils will be encouraged to keep silent and remain calm. The emergency services will be called in the event that the lockdown takes place outside of a practice drill situation and parents informed.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. We will go through with pupils what the lockdown will look like so that they are prepared and will be supported. Staff will reassure pupils after the drill that they are safe and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn. All staff have been trained in the event of a lockdown.

Mr S Strickland - Principal - BA (Hons), MA, NPQH  
01604 460004 | [office@thedustonschool.org](mailto:office@thedustonschool.org) | [www.thedustonschool.org](http://www.thedustonschool.org)



## **Supporting pupils from our Primary Phase. Supporting pupils with SEND.**

Our Primary staff and SEND team will be working closely with pupils to ensure that they are fully briefed and prepared for the drill. They will give reminders and reassurance throughout that this is simply a practice, so that in the unlikely event of a situation where we need to use this protocol, our pupils and staff are fully prepared.

## **Instructions for parents in the event of a lockdown**

Parents will be informed if the school goes into a real lockdown situation. 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. Parents should not discuss the event on social media, as this may spread false information and create panic.

Thank you for your continued support in safeguarding children.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Strickland', written in a cursive style.

Mr S Strickland  
**Principal/CEO**