

11 January 2019

Dear Parent/Carer

Enhancing safety in our school

Over the years at Rossett School we have continued to improve many aspects of safeguarding and safety for all our students and staff. New fences and gates; limited points of access to the site; changes to parking on-site; and dedicated student and visitor receptions have all been part of this work. The physical structure of classrooms and buildings have also been improved to provide secure accommodation.

As you will be aware, we practise drills and procedures for fire and school evacuation already and we have recently installed a new separate klaxon system to ensure that any 'lockdown' procedure is distinct from our fire procedures: essentially fire evacuation explains how to get everyone out safely; lockdown keeps everyone in, and threats out.

We have therefore introduced a lockdown procedure, with advice taken from North Yorkshire County Council and the guidelines from the National Counter Terrorism Security Office.

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 will be used when there is a threat to the safety of students, staff and others in the school, and when it is safer for everyone to remain in school 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 nearby chemical incident or other risk of air pollution
- A disturbance or dangerous situation in the local community that could affect the school
- A potentially dangerous person or animal on the school site
- An incident linked to a possible extremist attack

Communication between parents and the school in the event of a lockdown

In the event of an actual lockdown the school will communicate information to parents as soon as is practicable via the website/twitter/email, dependent on the incident.

The school asks parents/carers:

- not to try to contact the school directly as this could tie up telephone lines that are required for contacting emergency support providers;
- not to come to the school site as this may put you or others in danger and could interfere with emergency support and their access to the school site;
- to wait for the school to contact you about when it is safe to collect your child(ren), and where the pickup point will be.

www.rossettschool.co.uk

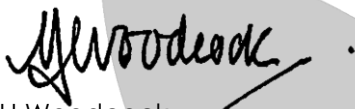
Rossett School, Green Lane, Harrogate HG2 9JP **T:** 01423 564444 **F:** 01423 502301 **E:** office@rossettschool.co.uk

Please be aware that in a full lockdown situation all the school's gates and external doors will be locked and nobody will be allowed in or out and that our reception areas will be un-manned.

Over the next week, assemblies will be held to inform students about the lockdown procedures and explain why they are important. Students will also be informed that a lockdown drill will be held on Wednesday 23 January. During the drill staff will reassure students that they are safe, and will emphasise that practising procedures like this is just a normal part of the school's preparation for safeguarding events.

If you or your child have any questions, please do not hesitate to contact Mr Royles (droyles@rossettschool.co.uk) or Mr Saunders (psaunders@rossettschool.co.uk) our Designated Safeguarding Leads for the school.

Yours sincerely

A handwritten signature in black ink that reads "H Woodcock". The signature is stylized with a large, looped 'H' and a trailing flourish.

H Woodcock
Headteacher

