



January 2019

Dear Parent/Carer

Over the years at Harrogate High School we have continued to improve many aspects of safeguarding and safety for all our students and staff. Limited points of access to the site and dedicated student and visitor receptions have all been part of this work.

As you will be aware, we practise drills and procedures for fire and school evacuation already. Our '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.

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:

1. A nearby chemical incident or other risk of air pollution;
2. A disturbance or dangerous situation in the local community that could affect the school;
3. A potentially dangerous person or animal on the school site
4. 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/social media/email, dependent on the incident.

The school asks parents/carers:

1. not to try to contact the school directly as this could tie up telephone lines that are required for contacting emergency support providers;

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2. 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;
3. to wait for the school to contact you with any updates.

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 course of this week, assemblies will be held to inform students about the lockdown procedures and explain why they are important.

If you or your child have any questions, please do not hesitate to contact one of our Safeguarding Leads for the School, Mr R Wilson, Deputy Head, Ms S Wilkinson, Assistant Head or Mr L Wilson, Assistant Head.

Yours sincerely

Mrs C Clarke
Acting Academy Head

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