

Our Lady of Lourdes R C Primary School,
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Executive Headteacher: Mrs J E Davies
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Love, Learn and Grow

8th October 2025

Dear Parents and Carers,

Security Lockdown Practice

After the horrific incident at the synagogue last week in Crumpsall, I wrote to parents to reassure you of our own security lockdown practice.

As you aware, all schools are advised to practice evacuating the school to ensure that all children and staff are familiar with the procedure should we need to evacuate the premises quickly, e.g. in the event of a fire. In addition, we also practice the opposite of this procedure as there may be an occurrence where everyone needs to be kept safe inside the building. We refer to this as a 'Security Lockdown' practice. It is explained to children as a 'keeping safe' practice.

It is becoming common practice for schools / places of work to rehearse 'Security Lockdown' procedures throughout the year. The 'Security Lockdown' procedure is usually a precautionary measure in response to an incident which may pose a threat to the safety of our school community. The Security Lockdown procedure may be activated in response to any number of situations.

An example could be:

- A reported incident/civil disturbance in the local community (with a potential risk to our school community)
- An unidentified person on the school site
- A warning being received regarding a local risk, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants
- The close proximity of a dangerous dog roaming loose

The safety and well-being of all our children and staff is of utmost importance. It is therefore essential that we safeguard against all potential risks that could occur on the school premises. The aim of a security lockdown practice is to provide all staff and children with the knowledge of how to keep safe should an incident arise. This involves familiarising everyone with the specific warning sound and exact procedures to follow.

Next week, we will be carrying out a whole school security lockdown practice. A message on the internal phone system will announce the start of the lockdown; signalling to everyone that they should move to / remain inside the buildings. Children will be grouped together in their classes and read a story by

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school staff. All exterior doors will be locked, windows closed and blinds drawn (where applicable). Children will remain with a member of school staff at all times, and will be told they are taking part in a 'keeping safe' practice. Whilst this is a serious matter, we will ensure that the practice is as 'child-friendly' as possible, with the children enjoying story time in every class. During the practice, members of the Senior Leadership Team will walk around the school buildings to ensure that there were no points of entry to the school buildings. Once the walk is complete / premises deemed safe, another message will be announced to signal the end of Lockdown.

During 'Security Lockdown', no visitors, (except emergency services), will be admitted to the premises; any visitors already on site will follow the Security Lockdown procedure led by a member of school staff.

Thank you for your continued support.

Kind regards,



Mrs J E Davies

Executive Headteacher