South Farnborough Junior School

Cunnington Road
Farnborough
Hampshire GU14 6PL
Telephone: 01252 545682
www.southfarnborough-jun.hants.sch.uk
Email: adminoffice@southfarnborough-jun.hants.sch.uk

Headteacher: Mrs J Byrne

Wednesday 18th November 2026

Lockdown Drill

Dear Parents/Carers

As I am sure you are aware, schools have a statutory duty under the Health and Safety at Work etc. Act 1974 and associated regulations to ensure the health, safety, and welfare of their employees and others, which includes pupils. This legal duty necessitates conducting risk assessments for potential threats (including intruders or local incidents) and developing emergency procedures to mitigate those risks. Lockdown procedures are a key part of this.

At South Farnborough Junior School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, even considering those events that are very unlikely to occur.

We regularly have a whole school fire drill and a lockdown drill. As they are part of the school routine, the children are not worried by them and take them in their stride. Next week we will carry out our lockdown drill and all the children will be warned about it beforehand. The children will have spoken about the idea of "lockdown drills" in their classes with their teachers explaining that, just as with the fire drill, it is very unlikely that we will ever need it. We call it our 'Hide and Shush' drill. We will inform you the day the drill is carried out, after the drill.

Bearing in mind the current national climate that we live in, I am sure that many of you have already discussed with your children what they have seen and heard in the news. There is also a good video here: this video ,from the Newsround website, talks about what children can do if they are worried by what they hear in the news.

I must stress that although this type of event is extremely unlikely, it is important that the children and the staff practice this drill throughout the year.

If you have any concerns regarding this matter, please do not hesitate to contact me. For your information I have also attached our Lockdown Protocol in the event of a real lockdown.

Yours sincerely

Mrs J Byrne

Headteacher

Our Lockdown Protocol

We want to clearly outline the protocol that will be in effect should we ever need to implement a real school lockdown (as opposed to a drill). Your cooperation during a real incident is crucial for the safety of all children.

Lockdown procedures may be activated in response to a number of situations, these may include:

- A direct threat made to the school
- A reported incident, disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all our pupils and staff.

At South Farnborough Junior School, we have two levels of lockdown:

Amber (Partial) Lockdown – during this, school activities carry on as normal practice. However, entrances and exits throughout the school are monitored closely and all staff are aware and on alert to be vigilant. Children and parents/carers would not be aware of the situation in this instance.

Red (Full) Lockdown – during this, all staff and children would be inside the building, classroom doors will be wedged closed, windows will be shut securely, and emergency services will be fully involved. Children and staff would be fully aware of the situation in this instance.

Once either lockdown procedure is implemented, the school will seek advice from external emergency services. It may be that an Amber Lockdown is implemented as a precautionary measure until there is clarity on the level of threat.

Instructions for Parents/Carers in the event of a real lockdown.

- **Initial Notification:** Parents/carers will be notified as soon as it is practical to do so via text message.

- **The Lockdown Message:** This message will inform you that 'the school is in a full lockdown situation.' During this period, the school will be secured: phones must not be used, entrances will be un-manned, external doors locked, and nobody will be allowed in or out.

- **Do Not Call the School:** Parents are asked not to call the school as this may tie up emergency lines needed for communicating with emergency services or coordinating the internal response.
- **Social media -** Lockdowns should not be discussed on social media as this may spread false information and create panic.
- **No Pupil Release:** For the safety of everyone involved, pupils will not be released to parents during a lockdown.
- **Collection Instructions:** Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school, as doing so may put them and their child at risk. Please await official instructions.
- **Extended School Day:** If the end of the day is extended due to the lockdown, parents/carers will be notified and will receive clear information from the office staff or emergency services regarding the specific pickup place and time for pupils.
- **Post-Incident Follow-up:** A letter to parents will be sent home on the nearest possible day following any serious incident to inform you of the context of the lockdown and to encourage you to reinforce with your children the importance of following procedures in these very rare circumstances.

We understand that receiving communications about emergency procedures can be concerning, but these drills are a proactive measure to keep our school community safe. Please use this information to familiarise yourself with the procedures so you can respond appropriately in a genuine emergency.

Thank you for your understanding and continued support of our school's safety initiatives.