

The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL

Four Pools Road, Evesham, Worcestershire, WR11 1DQ | Telephone: 01386 442060



4 October 2018

Dear Parent/Carer

We were delighted when Ofsted acknowledged that at TDMS we have a culture of safeguarding. However, given we must never become complacent and even though Worcestershire is a low-risk area, in the light of certain increased risk areas nationally we have reviewed our Critical Incident Plan (copy on website).

I do want to reassure you that there is no identified risk to the school or students, but also to let you know what will happen in the unlikely event of a serious threat such as an intruder on site. In such an event the school goes into **lockdown**.

The following will then take place:

- Staff and students are alerted immediately with our bell ringing 12 times
- Emergency services are alerted immediately
- Staff and students in classrooms or near their classroom stay or quickly return to the classroom. All windows and blinds will be closed, doors will be barricaded and everyone will take the best possible cover (generally sitting on the floor, under desks and tables). All mobiles must be turned to silent
- Students and staff not in normal classrooms, such as on the field or astro, have alternative arrangements as they should not attempt to return to the building
- Once we are confident that everyone on site has been alerted, parents/carers will be alerted by text so **please ensure we have the correct emergency mobile number(s)**

Please note that we will not be conducting any "surprise drills" to prevent unnecessary anxiety, but pre-planned "no surprise" practices will take place regularly. Here, staff and students will be rehearsing very carefully and regularly how to respond to any emergency. In this way, in the event of a real emergency, everyone will know how to react but will also know that the situation is serious.

Headteacher: Guy Nichols BSocSC (Econ), NPQH

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Your role:

- Please reassure your child that the school is planning for what is an extremely unlikely event but it is important to be prepared
- Please also tell your child that the school would be working very closely indeed with emergency services and that, although they will naturally be frightened, they must try to remain calm and put their trust in the emergency services and the school
- Please insist that they do not try to contact you, but wait until and if the member of staff with them authorises any external contact to be made

To minimise risk to everyone, it is essential that you:

- **DO NOT** contact the school as we must leave all phone lines free for emergency services
- **DO NOT** ring your child, as although we fully understand this would be your natural reaction, any use of phones must be carefully managed for everyone's safety. Lockdown means that everyone must be silent
- **DO NOT** come to or near the school to collect your children, as you potentially place yourself and others in danger and you might also prevent access to any emergency services
- **Do** wait for updates from the school.

It is extremely unlikely that we will ever have to put this plan into operation, but I am sure you will agree that we have to be fully prepared.

Thank you for your continued support of the school

Yours sincerely

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

Guy Nichols