

Wheldon Infant School & Nursery

Francis Street, Castleford, WF10 1HF

01977 553528

admin@wheldon.wakefield.sch.uk

www.wheldoninfants.co.uk

Headteacher: Mrs H McMullen



Friday, 22 May 2026

Dear parent/carer,

Re: Enhancing safety in our school

At Wheldon Infant School and Nursery, we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure on Wednesday 3rd June 2026.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

What is our school's security lockdown procedure?

- An airhorn alarm will be sounded and children will be instructed to enter the building as quickly as they can by adults.
- Once inside staff will take registers of the children to ensure they are all in the correct place.
- Windows, blinds and doors will all be closed
- The children will be asked to quietly sit in either their classroom or an area of school with limited windows
- In the event of a real threat emergency services will be called

Instructions for parents/carers in the event of a security lockdown

Parents will be informed of a lockdown/invacuation event via our electronic communication system School Comms

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- o Parents/carers should not attempt to call or come to the school at this time, as this may hinder our efforts to contact and work with the emergency services
- o Parents/carers are asked not to discuss the event on social media, as this may spread false information and create panic
- o If the lockdown continues beyond school hours, you will be informed via our communication system and arrangements will be made for collection as soon as it is safe to do so.

About our upcoming security lockdown drill

Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and that practising procedures like this will make sure that the school remains a safe place for everyone.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact Mrs McMullen via the admin email address.

Yours sincerely,

Mrs McMullen