



Foxborough
Primary School

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Friday 2nd October 2026

Dear Parents/Carers,

At Foxborough, we take safeguarding and the safety of your child very seriously.

It is important that we have procedures and plans in place, even for those events that are very unlikely to occur such as a “security lockdown”. I’m writing to let you know that we have practiced this procedure at school this morning.

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 evacuating. 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

How do we explain this to the children?

I led an assembly last Monday to the children to explain about this drill, which we are calling ‘Safe inside’. Children were given information about why we practice this, what to do and how to manage any concerns. Some children who are particularly anxious have had a social story to support their understanding. Following the drill today, I have been around to reassure pupils that they are safe and have emphasised that practicing procedures like this will make sure that the school remains a safe place for them to learn.

What is our school’s security lockdown procedure?

- We use a central system to lock all the screens in the school with a red background and a message saying: ‘Stay Safe Inside’. This signals the commencement of a lockdown.
- Pupils move to a safe area of the classroom; it may be necessary for them to sit on the floor under desks or against the wall.
- All pupils will be accounted for.
- Doors, windows and blinds will be closed.



- Pupils will stay silent until the screens display a green message, which indicates the lockdown is over.

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

Should the School have to go into a security lockdown

- Parents/carers will be notified on the day
- Parents/carers should not attempt to call or come to the school at this time
- Parents/carers should not discuss the event on social media, as this may spread false information and create panic
- Parent/carers should check regularly for communications from the school

We want to reassure you that the safety of our pupils and staff is our top priority. We regularly review and practice our emergency procedures to ensure that we are prepared for any situation. Today's drill was swift and effective, and we are proud of how our pupils and staff handled the situation.

If you or your child has any concerns or questions, please do not hesitate to contact me via the School Office.

Kind Regards

Mrs J Theisinger
Headteacher