Central Foundation Girls' School
Transforming lives through a Central Education

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16th March 2026

Whole School Internal Security Lockdown Procedure Practice

Dear Parents/Carers,

I hope you are well. At Central Foundation Girls' School, 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. In line with new legislation, we will be practising a safety procedure called 'internal lockdown'. I'm writing to advise you that we will undertaking a lockdown practice exercise during the school day on 17th March.

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 in the event there is a threat to the safety of our students, staff and others in the school, and when it's safer for everyone to remain in school. The aim is to keep people safe by confining them to a secure place.

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?

In the event of a lockdown, Central Foundation Girls' School will follow the **CLOSE** Procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing any attention
- **E**ndure. Be aware that you may be in lockdown for some time.

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

If necessary, parents/carers will be notified as soon as it is practical to do so via the school's established communication network.

Depending on the type and severity of the incidents, parents/carers may be asked NOT to collect their children from school as it may put them and their child at risk.

Students will not be released to parents/carers during a lockdown.

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If the end of the day is extended due to the lockdown, parents/carers would be notified and would receive information about the time and place students can be picked up from school staff or the emergency services.

A letter to parents/carers would be sent home on the nearest possible day following any serious incident to inform parents/carers of the context of lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

About our security lockdown practice exercise

Staff have been given specific instructions in readiness for the lockdown, including telling students that the lockdown is a practice. Students will be reassured that they are safe, and we will emphasise that practicing procedures like this will make sure that the school remains a safe place to learn.

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

If you or your child has any concerns or questions, please do not hesitate to contact the school at welcome@central.towerhamlets.sch.uk.

Yours sincerely,

Ms C. Prince

Headteacher