

Our Ref: HTSA/parental ltr/BRE/JOD
Date: 7th September 2017

Dear Parent/Carer

At Ruskin, we take safeguarding very seriously. We have to have very clear procedures in case of fire, in case of other emergency evacuation and also in case of an intruder.

Our students and staff are very used to the procedures around evacuation, and every student knows where to assemble and what to do. We time the evacuation procedure, and we also ensure that we vary the evacuation process so that students realise, and can cope with, the unpredictability of situations.

This year, we have also installed a separate alarm so that, in the very unlikely event of an intruder on site or a dangerous incident, we can alert students and staff and keep them safe. It sounds different to the fire alarm.

To assist you in understanding our processes, here is a summary:

FIRE DRILLS

The school will conduct a "Fire Drill" each half-term. This is a Health and Safety requirement and all drills are timed and recorded in the school Fire Risk Assessment and Log Book.

INTRUDER DRILL

The school will conduct one 'intruder drill' each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. **During this drill, all of the external doors to the school building will be locked and will remain locked until the danger is removed.** In addition, staff will retain students in classrooms and they will use a table or other furniture to prevent a barrier to the door. We have made the decision not to lock doors in case of fire. To enable everyone to remain safe, no one will be allowed to enter or leave the premises until the all clear is sounded by myself and the Senior Team or, where necessary, the local Police.

Over the next week, we will be having a run through of both drills and I am giving you advance notice of this in case your son/daughter mentions it.

Very best wishes.

Yours sincerely



E S Brett (Mrs)
Headteacher