

Friday 7<sup>th</sup> November 2025

Dear Parent/Carer,

**Re: Shelter-In Procedure**

At Brunel School, the safety and wellbeing of our pupils, staff, and visitors is always our top priority. As part of our ongoing commitment to maintaining a safe and secure environment, we have a clear procedure in place should we ever need to shelter-in, otherwise known as 'lockdown'.

A shelter-in procedure should be in place across all schools in line with Government guidance and is used when it is safest for everyone to remain inside the school building. This might be due to an intrusion, internal threat, incident or disturbance in the local area, an environmental hazard such as smoke or gas, or any situation where it is safer to stay indoors rather than evacuate.

If a shelter-in is required, staff will be alerted via a confidential code. This enables a calm, quick, and coordinated response across the school. Once the procedure is activated, all staff, visitors and pupils will follow set safety steps which includes securing doors and windows, remaining quiet in safe areas, and awaiting further instructions from the Senior Leadership Team or emergency services.

The procedure will remain in place until an all-clear signal is given by the Headteacher or emergency services. Once the shelter-in has ended, we will make sure that all pupils, staff, and visitors are accounted for and debriefed. Parents and carers will then be contacted by the school to confirm that the procedure has taken place, whether it was a drill or a real scenario, and that all pupils are safe.

We recognise that this situation can be distressing for everyone involved, particularly for our pupils, and it is important that we minimise this as much as possible. We would be grateful if you could support us in helping our young people to understand the need for the procedure and to prepare them for a drill, usually carried out termly, or indeed a real-life scenario.

We also understand that our pupils can become quite excited or dysregulated when there are sudden deviations from their usual school day. However, we must emphasise that failure to cooperate with the instructions from staff during an emergency procedure may put themselves and others at risk, which will be taken very seriously.

We regularly review and practice our safety procedures so that everyone in school understands what to do in the event of an emergency. While these situations are rare, this preparation ensures that we can respond calmly and effectively if one should ever occur.

Although the specifics of the procedure must remain confidential, if you have any questions about the content of this letter, please do not hesitate to contact us.

Thank you for your continued support in helping us keep our school community safe.

Kind regards,  
Ben Clark  
Operations Manager