



Oakfield Short Stay School

Information for Parents and Carers: Communication During a Serious Security Threat

Dear Parents and Carers,

At Oakfield Short Stay School, the safety and wellbeing of all pupils, staff, visitors and families is our highest priority. We are writing to explain how we will communicate with you in the unlikely event of a serious security threat affecting the school, and what we would ask parents and carers to do to help us keep everyone safe.

A serious security threat may include an intruder, violence, a dangerous situation in the local community, a nearby environmental risk, a suspicious item, or an incident linked to terrorism. Depending on the information available at the time, staff may be asked to evacuate, invacuate, or lock down parts of the school site. The safest response will be decided by the senior member of staff on site, in liaison with emergency services where required.

How we will communicate with you

During an emergency, our first priority will always be to keep pupils and staff safe. Parents and carers will be contacted as soon as it is safe and appropriate to do so. Communication will be managed centrally by the named senior leader or office staff member, and updates will be sent through Arbor. Where necessary, further information about collection arrangements or changes to the school day will also be shared through Arbor.

We will aim to provide clear, calm and accurate information. In some circumstances, we may not be able to share full details immediately, particularly where doing so could affect safety, emergency service activity or confidential security procedures.

What parents and carers should do

- Keep your contact details up to date on Arbor so that we can reach you quickly if needed.
- Check Arbor for official updates from the school during an incident.
- Follow any instructions issued by the school, emergency services or local authority.
- Remain calm and avoid sharing unconfirmed information.
- If collection arrangements change, wait for clear instructions from the school before travelling to site.



What parents and carers should not do

- Please do not come to the school site unless you have been specifically instructed to do so. Arriving at school during an emergency may create additional risk, block access for emergency services, or make it harder for staff to manage the situation safely.
- Please do not telephone the school unless there is an urgent reason to do so. Telephone lines may be needed for communication with emergency services and other key contacts.
- Please do not contact your child directly or expect them to answer a mobile phone during a lockdown or other emergency procedure. Pupils may be asked not to use mobile phones so that staff can keep everyone safe and focused.
- Please do not post or share information about the incident on social media. This can spread inaccurate information, increase anxiety and potentially compromise safety.

Supporting pupils

We recognise that some pupils may find emergency procedures or drills worrying. Staff will use calm, age-appropriate language and will consider individual needs, including SEND, SEMH needs, medical needs, communication needs, sensory needs, anxiety and trauma. Pupils will be supported by familiar adults wherever possible.

Drills and practice

As part of our security arrangements, we will practise procedures in a sensitive and proportionate way. Parents and carers will be informed during the week when a drill is likely to take place, rather than being given the exact date, so that the practice remains meaningful and helps pupils and staff respond effectively.

Thank you for your support and cooperation. Working together helps us keep pupils, staff and the wider school community safe. If you have any questions about this information, please contact the school office.

Yours sincerely,

[Name]

[Role]

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