



'Respectful and resilient; being the best that we can be.'

Timothy Hackworth Primary School



Friday 7th November, 2025

Safeguarding Your Children – Our Lockdown Practice (This is a two-page letter)

CRC Article 19: All children have the right to be safe.

Dear Parents and Carers,

We hope that you are all well.

We would like to take this opportunity to revisit some information with you about our school safeguarding procedures.

As part of our school safeguarding procedures to ensure that we keep your child as safe as possible whilst at school, it is good practice for schools to know what to do in the event of a Lockdown Practice. A Lockdown Practice is very similar to a Fire Drill practice, where, in the event of our school needing to go into a Lockdown, our staff and children would know what to do, to ensure that everyone is kept as safe as possible.

Like yourselves, we would all hope that we would never need to use this procedure in reality. However, as we are all aware, very unfortunately, schools and other organisations, both locally and nationally, have found themselves in very difficult situations where Lockdown procedures have been necessary in order to protect children and staff.

We have given very careful consideration to the planning of our Lockdown procedures, where we have liaised with Durham County Council experts, as well as considering the needs of your children, and how our procedures would work best to ensure the safety of your children and our staff.

Many of you will be already aware that we have linked our Lockdown procedures to our much-loved school reading mascot, Timothy Tiger. Timothy Tiger is a well-known character in our school, who has made many appearances in school, over the years, at Timothy Hackworth.

Your child will be aware of a simple story regarding Timothy Tiger and his love of hide and seek. So, when our special Lockdown signal is given as part of our Lockdown Practice procedures, this signals to the children that Timothy Tiger is playing a game, and the children need to therefore join in his game of hide and seek. What this would mean, is that children would remain in their classrooms, with their teachers and their friends until a signal is given to show that Lockdown has ended.

This approach is not intended to downplay the seriousness of a Lockdown, but is to make this procedure as child-friendly as possible so children do not become upset.

Our staff have been trained in our Lockdown procedures for a number of years; our Lockdown refresher top-up training is revisited as part of our routine staff safeguarding training. So, as part of our safeguarding training plan, we now need to complete a Lockdown practice. Hence, we are keen to share this information with you so that you are aware of what this involves.

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Next week, similar to our Fire Drill practices, we shall practise a Lockdown procedure in school. This is a planned practice of the Lockdown procedure. Parents and carers will be informed, via text message, once our Lockdown procedure has been completed. This will then give you the opportunity to talk about this with your child at home. We would like to emphasise to you that we are practising our Lockdown procedures so that we can keep your children as safe as possible in the rare event that an actual, real Lockdown event may happen. In this real emergency situation, parents and carers would be contacted via text message to inform you that school has gone into Lockdown. Once again, we would all hope that this would never happen.

May we thank you all for your support and understanding regarding our Lockdown procedures. All of our staff continue to be committed to keeping your children as safe as possible.

Should you have any questions about this, please contact our School Office.

Yours sincerely,

Mrs. L. Boulton

Mrs. L. Boulton
Head Teacher

Mrs. S. Simpson-May

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Deputy Head Teacher

Mrs. P. Crook

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Chair of Governors