Grangefield School
Flying high. Spreading our wings.

KEEPING CHILDREN SAFE DURING EMERGENCIES

Information for Parents and Carers

At Grangefield, we have clear emergency procedures in place to ensure everyone knows how to respond calmly, confidently and safely.

WHAT PROCEDURES MIGHT BE USED?

🔥 FIRE EVACUATION

When? Fire or suspected fire.

What happens?

- Pupils and staff leave the building immediately.
- Everyone gathers at designated assembly points.
- Registers are taken to ensure everyone is accounted for.
- Children remain supervised at all times.

🟡 SHELTER

When? An external hazard such as severe weather, an environmental incident or another local emergency.

What happens?

- Everyone moves indoors.
- Doors and windows may be secured.
- Children continue normal activities where appropriate.
- We remain inside until it is safe to resume normal operations.

🔴 LOCKDOWN

When? A security-related concern in or near the school.

What happens?

- Buildings are secured.
- Pupils remain under staff supervision.
- School leaders liaise with emergency services.
- Staff reassure and support children throughout the incident.

To help us keep children safe, please do not telephone or come to the school during a lockdown. We will contact parents as soon as we are able to do so safely and will provide regular updates throughout the incident.

The most helpful things parents/carers can do:

- ✓ Remain calm
- ✓ Monitor school communications
- ✓ Keep phone lines free
- ✓ Wait for official instructions
- ✓ Do not come to the school site unless asked to do so

💙 SUPPORTING CHILDREN

Emergency drills and procedures are always carried out sensitively and in an age-appropriate way. They help children understand how to stay safe while building confidence and resilience.

Thank you for supporting the safety of our school community.