



Quiet Safety Time

A shared language playbook for staff and
parents at Porthcawl Primary School.

A collaborative ecosystem of safety



The Environment (School)

**“My school is
a safe place.”**

Routine practice makes
safety protocols feel as
normal as a fire drill.

The Leadership (Staff)

**“The grown-ups
know what to do.”**

Staff work together to take
care of children, maintaining
calm authority.



The Support (Parents)

**“We protect
the perimeter.”**

Parents cooperate with
school boundaries to allow
staff to focus entirely on
the children.

Our shared safety vocabulary

The Term	The Child-Friendly Explanation
Quiet Safety Time	A time when we stop, stay together, and listen so everyone stays safe.
Lockdown	A safety plan that helps keep everyone safe inside the school.
Visitor	Someone or something that shouldn't be in the school right now, like a lost animal or an unexpected person.
Safe Spot	A place in the classroom away from doors and windows where we sit together.
Quiet Voices / Quiet Bodies	Sitting still and being quiet so adults can do their job properly.
All Clear	When a trusted adult tells us Quiet Safety Time has ended.
Not in Trouble	Quiet Safety Time is not because children have done anything wrong.

Understanding the lockdown spectrum

Partial Lockdown



Trigger: A potential hazard outside the school buildings.

Action: If we are outside, everyone comes inside. The outside doors are closed to keep everyone safe. Operations inside generally continue as normal.

Full Lockdown



Trigger: The sound of the bell or buzzer.

Action: We walk to the nearest classroom quickly and safely. Everyone stays in the room with the door closed so we can stay safe together.

Explaining the 'Why' without the worry

Step 1: The Unexpected Visitor



“ Sometimes, a visitor might come who shouldn't be there. Look! It is a friendly dog. ”

Step 2: Securing the Space



“ We close the classroom door so the dog stays in the hallway. This gives grown-ups time to check the building. ”

Step 3: The Resolution



“ Hooray! The grown-ups have made sure the building is empty, and it is safe again. ”

Inside the classroom safety bubble



Positioning

We stay away from doors and windows.

Children gather in the designated Safe Spot.



Behaviour

Quiet bodies and quiet voices (or no voices at all). Being quiet helps the grown-ups hear important things and do their job properly.



Adult Presence

The teacher stays with the children the whole time. They are always there to keep the children safe.

Reassuring scripts for difficult questions



Is something bad going to happen?

No. Quiet Safety Time doesn't mean something bad is happening. It just means adults are checking the school to make sure everything is safe.

What if a dangerous person comes into school?

Grown-ups know how to keep everyone safe and will deal with the problem. Your job is to stay with your teacher and keep quiet. You are safe.

Am I in trouble?

No. Nobody is in trouble. Quiet Safety Time is about safety, not behaviour.

Anchor phrases to repeat often

Echo these developmentally appropriate phrases consistently across assemblies, classrooms, and visual aids.

**My school is
a safe place.**



**The grown-ups
know what to do.**

**Quiet Safety
Time is not a
punishment.**

It will end.

**I stay with
my teacher.**

Communication guardrails for staff

What NOT to Do

Do Not give extra details or answer hypothetical “what if” questions beyond the agreed script.

Do Not use fear-inducing words like “attacker”, “weapon”, or “violence”.

Do Not discuss real-world incidents or news events with children.

The Re-direction

Stick to the developmentally appropriate baseline: “The grown-ups are here to protect you.”

Use neutral terms like “visitor” or “unexpected person”.

Reassure, then redirect firmly: “That’s something grown-ups worry about, not children.”

Crisis protocol for parental cooperation

During Quiet Safety Time, parental cooperation is vital. To allow staff to secure the building and protect the children, parents must adhere to these boundaries.

The 'Do Not' Checklist

- ✓ Do NOT call the school office (lines must remain open for emergency services).
- ✓ Do NOT call your children directly.
- ✓ Do NOT advise your children to behave differently to what the school adults are instructing.
- ✓ Do NOT come to the school perimeter.
- ✓ Do NOT post speculations or spread misinformation on social media.

The Cooperative Action



Wait patiently for official communication from the school. Trust that the grown-ups inside are executing the safety plan.



The All Clear: Returning to normal

An adult will tell the children when Quiet Safety Time is over. Once the 'All Clear' is given, the school will try to get back to normal as soon as possible.



1



Staff lead with calm authority and shared scripts.

2



Students listen with quiet bodies and quiet voices.

3



Parents support by maintaining distance and trusting the protocol.

Porthcawl Primary School is safe, and ready for us again.

