



Wednesday, 28th April 2021

Dear Parent/Carer,

Enhancing safety in our school

At Ellis Guilford School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called “lockdown”.

I am writing to inform you that we will be practising this procedure on **Wednesday 12th May 2021**.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- Students will be alerted to a lockdown by the lockdown alert. This is a continual alert on the school tannoy system stating that a lockdown has been initiated
- If students are already in a lesson, then they remain in the room
- If students are between lessons or it is break-time, students should move directly to their next lesson.



- The class teacher will register the students to ensure that all are accounted for.
- Classroom doors will be locked from the inside and students moved away from windows and doors.
- Blinds to exterior windows will be drawn
- Mobile phones should be switched off
- Students encouraged to keep silent, remain calm and to avoid using mobile phones
- The emergency services will be called

Instructions for parents in the event of a lockdown

- Parents will be informed if the school goes into a lockdown by text message and notification on the school website
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if your child does not answer their phone

Prior to our drill, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our students and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours sincerely,

Mr J Williams
Designated Safeguarding Lead