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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Wednesday, 5th May 2021

Dear Parent/Carer,

Management of a Critical Incident

You will recall a letter that was sent to you last week relating to the school preparing to practise a 'lockdown' in the event of a critical incident.

The letter fully explained the purpose of the practise, which was to ensure the school, the pupils and staff, in the highly unlikely event of any critical event taking place, were safe and understood the protocols and procedures necessary to lock the school down.

Whilst not statutory, schools throughout the country have practised a school lockdown, which is similar to a fire practise. At Ellis Guilford, we have practised a fire evacuation each term. The safety of everyone in the school is more important than anything else we do.

Unfortunately, we are aware of a minority of individuals who we believe have misinterpreted the word 'lockdown', believing it to be COVID-19 related.

Understandably, the word 'lockdown' has now taken on a new meaning over the last twelve months or so and our understanding of the word has changed.

I write to assure parents/carers the term lockdown used in the letter is NOT Covid related in any way nor is it part of any imposed government national lockdown. We apologise if any member of our school community was confused or misunderstood the contents of the letter.

The school is making sure that in the event of a CRITICAL INCIDENT, it is fully prepared, knows what to do and therefore safeguards pupils and staff. The process is very similar to an evacuation of the school buildings. In this case, it is an evacuation into safe rooms in the school.

The whole CRITICAL INCIDENT practise, like a fire evacuation, takes a matter of minutes and once completed, the school will carry on as normal.



Safeguarding is our number one priority. The safety of children is paramount, and I know that parents/carers and pupils will understand the importance of keeping safe in the rare event of a critical incident.

Yours sincerely,

A handwritten signature in grey ink, appearing to read 'Chris Keen'.

Mr Chris Keen
Principal