



LEOPOLD

Gwenneth Rickus School

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Wednesday 17th November 2021

Dear Parents and Carers,

Re: Enhancing safety in our school

At Leopold Primary School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account 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 practicing this procedure on Thursday 18th November 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 reported incident or civil disturbance in the local community with the potential to pose a risk to staff, pupils and visitors to the school.
- An intruder on the school site with the potential to pose a risk to staff, pupils and visitors.
- A reported incident or civil disturbance with the potential to pose a risk to staff and pupils undertaking an offsite activity.
- A warning being received regarding a risk locally, of significant air pollution i.e. smoke plume, gas cloud etc.

Our procedure

Our lockdown procedure is as follows:

- An alarm will sound out
- Staff and children stay in the room they are in and the teacher will secure the room by: closing windows and doors as well as lowering blinds.
- PC monitors and mobile phones will be switched off or on silent
- Staff and children sit quietly in an area that is well protected in the classroom
- The children will remain in the room until a senior member deems that they can resume their lesson.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasize that practicing 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 pupils 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,

Mrs Obinwanne
Head of School