



'Together We Can'

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Headteacher: Mrs S. Mitchell | Chair of Governors: Mr J. Robinson

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Enhancing Safety in our school

Dear Parents and Carers,

As you will be aware at Leavening Community Primary School we take safeguarding and safety 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'. Most schools locally and nationally are putting similar procedures in place.

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 rather than evacuate. 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 pollution
- An incident relating to terrorism

Our procedure

Our lockdown procedure is as follows:

- Pupils will be alerted to a lockdown by the lockdown alarm
- If pupils are already in a lesson, they remain in the room
- If pupils are elsewhere in the school or playground the teachers will give the instructions
- The class teacher will register the pupils to ensure that all are accounted for
- Classroom doors will be closed and blinds drawn



- Pupils encouraged to keep silent and remain calm
- The emergency services to be called

Instructions for parents in the event of a lockdown:

- Parents will be informed if the school goes into a lockdown by e-mail and notification on the school website.

This will be as soon as practicable and in some cases in agreement with the emergency services and most senior member of staff overseeing the incident.

- Parents should **not** attempt to call or come to the school as this may hinder the school's efforts to contact and work with the emergency services
- Parents should not discuss the lockdown on social media as this may spread false information and create panic

Practising lockdown

We will be practising our lockdown procedure on Wednesday 27th September 2023

Please be assured that staff have talked to pupils about lockdown procedures and explained why they are important, in an age appropriate way. They will emphasise that practising procedures like this and the fire drill, will ensure that 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,

Sian Mitchell