



28<sup>th</sup> September 2023

Dear Parents and Carers,

### **Enhancing safety in our school - lockdown procedure**

At Ysgol Treffynnon and Ysgol Maes y Felin, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, which includes reviewing the procedures for those events that are extremely unlikely to occur. As part of this process, we have a procedure called a “lockdown” procedure.

#### **What is a lockdown procedure and when is it carried out?**

A lockdown procedure is a standard health and safety procedure, like 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 to remain in school rather than evacuate. The aim is to keep everyone safe by confining them to a place of safety.

Situation where a lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site.
- A disturbance or 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:

- Our specific lockdown alarm will be sound to notify all staff and students of a lockdown drill.
- Pupils and staff will ensure they are inside and will find safety in the nearest classroom. If already in a classroom, this is where the pupils will remain.
- Registers will be taken immediately during the drill to ensure all children are present. The Headteacher will be notified of any children who are not in the classroom (e.g., they left to go to the toilet).
- We will take further measures to ensure everyone’s safety by locking external doors, closing internal doors, rolling down blinds and closing all windows.

- The emergency services will be called.

### **Instructions for parents in the event of a lockdown**

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable. Please be reassured that the school understands you will have concern for your child's welfare, and we will do everything possible to ensure their safety.

- You do not need to contact the school in the event of an actual lockdown. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Please do not come into school. This could interfere with the emergency services access to the school and may put yourself and others in danger.
- Please can we ask that parents/carers wait for the school to contact you about when it is safe for you to come and collect your children.
- Please do not discuss the event on social media, as this may spread false information and create panic.

When the school is in a full lockdown, please be aware that the telephone and entrances will be unmanned, external doors will be locked, and nobody will be allowed in or out.

Prior to our lockdown drill staff will be taking the time to talk to pupils about lockdown procedures and explain why they are important. They will reassure the pupils after the drill that they are safe and will emphasise that practicing procedures like this ensure that the school remains a safe place to learn.

Ysgol Treffynnon and Ysgol Maes Y Felin have scheduled in a lockdown drill for **Thursday 5<sup>th</sup> October 2023**. I must stress that **this drill is 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 us at the school office.

Yours sincerely



John Weir

Headteacher

Ysgol Treffynnon



David Thomas

Acting Headteacher

Ysgol Maes y Felin