



Tuesday 17 November 2020

Dear Parents / Carers,

At Cloudside Academy we take safeguarding and safety very seriously. It is important that we continually 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". This term we will teach our pupils how to safely carry out a partial lockdown practice in each phase and a full lockdown practice across the whole school.

The purpose of a lockdown procedure is to practise how we will keep the children safe should an intruder enter the school, although as you are aware, such an eventuality is highly unlikely to happen at Cloudside Academy. As a school we won't be discussing intruders or anything of a nature that could potentially worry the children. We will be describing the exercise as keeping safe should an animal come onto school grounds. In order to help children understand how the Lockdown is carried out, we will be holding a carefully managed planned practice on Thursday morning. Please reassure your children that this is so they can be confident that they know what to do, and how to act during a lockdown.

During our lockdown practice pupils remain in the classroom, regular activity stops, all doors are secured and the pupils remain inside the room until instructed by the safety authority figure to resume their regular activities. All exterior doors are locked as well and no one is permitted to enter or leave the building. Pupils are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate.

Instructions for parents in the event of an actual lockdown (not a practice)

- Parents and carers will be informed that the school is in lockdown via a text message
- Parents and carers 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 and carers should not discuss the event on social media, as this may spread false information and create panic.
- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information

Prior to our practice, staff will have spoken to our pupils about lockdown procedures and explained why they are important. They will reassure pupils during and after the practice and will emphasise that this is similar to a fire practice. We would encourage parents and carers to discuss the process and reasons for lockdown procedures being required in an open manner with their children.

We practice these to ensure our school remains a safe place for teaching, learning, and having fun.

Regards,

Mrs Susan Wass
Head of School

