

Site Lockdown Guidance for Parents & Carers

If an incident occurs whereby our Students and Staff could be at risk, the academy will need to be locked down. Any of the actions below should only be carried out **if it is safe to do so**.

An example of a full site lockdown could be a person on site who has the potential to cause harm to a student or member of staff.

Any serious incident leading to a full site lockdown will be communicated to parents and carers as soon as it is practical to do so. The following four messages will be sent if it is safe to do so.

MESSAGE 1: Message from The Sutton Academy. We are in a full site lockdown. Phonedlines and entrances will be un-manned, external doors secured and nobody allowed in or out

MESSAGE 2: Parents/Carers must not come to the Academy. They could interfere with emergency services access to the Academy and may even put themselves and others in danger

MESSAGE 3: Please do not try to telephone the Academy, as this could tie up the phonenumber for Emergency Services. Students will also be unable to use their mobile phones.

MESSAGE 4: Rest assured that the safety and welfare of all students is our priority. Please await further contact from us when we will be able to provide an update. Thanks

Parents/Carers can be reassured that the Academy understands their concern for their child's welfare, and that we are doing everything possible to ensure their safety.

Students will not be allowed to use their mobile phones during full site lockdown, and so parents/carers must not try to contact them; as this could lead to misinformation.

Please do not contact the Academy. Calling the Academy could tie up telephone lines that are needed for contacting the emergency services.

You are advised to wait for the Academy to contact you about when the site lockdown has been lifted and what arrangements are in place for the release or collection of students.