

Site Lockdown Procedure

Dear Parent/Carers

At The Sutton Academy we take the safeguarding, welfare and safety of all our students very seriously. It is important that we review all our procedures regularly, also considering such events that are very unlikely to occur. As part of this process, we want to clarify our 'Site Lockdown' procedure.

What is a Site Lockdown and when would this take place?

A full Site Lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our Site Lockdown procedure would be used when there is a threat to the safety of our students and staff in the academy, and when it would be safer for everyone to remain within the academy building, rather than evacuating. The aim is to keep everybody safe by confining them to a secure area.

Examples of where our Site Lockdown procedure may be used are:

- A potentially dangerous person or animal on the academy site
- A disturbance or dangerous situation within the local community that could affect the academy
- A terrorism related incident

What are our procedures?

To simplify the procedures for parents and carers we have produced concise 'Guidance Flowchart' and have now [attached this for your review](#). Please can we ask that you take the time to read this information carefully.

How will we share this information with students?

Students have been presented with details of the Site Lockdown procedure during one of their assemblies, however, if you have any concerns, please do not hesitate to contact us.

Yours faithfully



Mrs C. Sidhu
Assistant Principal

Our Values:



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