

Tuesday 15 December 2020

Dear Parent/Carers

Site Lockdown Procedure

At The Sutton Academy we take the safeguarding, welfare and safety of our students very seriously. It is important that we continue to review all of our procedures, taking into account even those events that are very unlikely to occur. As part of this process, and like many other schools around the country, we now want to clarify our 'Site Lockdown' procedure.

What is a Site Lockdown and when would we carry it out?

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

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

Examples of where our full Site Lockdown procedure may be used include:

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

What are our procedures?

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

How will we share this information with students?

On the first day back after the Christmas holiday, Monday 4 January, all students in Years 7-11 will join a virtual 'Zoom' assembly presentation at 2.15pm from their normal classroom.

In this presentation we will inform students about our Site Lockdown procedure and explain why it is important. Students will also be able to hear the warning alarm played throughout the academy building. We will emphasise to students that this procedure has been devised to keep everybody in the academy safe and secure, so that in the unlikely event of such a situation our students and staff are fully prepared.

If you have any further concerns or questions, please do not hesitate to contact us.

Yours faithfully

Mr P. Blakemore
Director of Operations