

9th May 2024

Dear parent/carer

Re: Academy Lockdown Procedure

At Sheffield Springs Academy, we take safeguarding and the safety of your child very seriously. It is extremely unlikely we would ever have cause to implement a school lockdown, but it is important to be prepared for this and have a procedure that all staff and students understand and know how to follow.

Sheffield Springs Academy has a thorough lockdown procedure, and this is reviewed on an annual basis. I'm writing to let you know that we'll be practising this procedure with pupils during the week commencing 13th May 2024.

What is a lockdown and when would it happen?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of our pupils, staff, and others in the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security 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

What is included in the lockdown procedure?

- All students, visitors and staff in school will be clearly notified there is a lockdown
- All pupils, staff and visitors receive clear instructions on where to go and what to do, depending on the area of school they are in when the alarm is raised
- We have procedures in place for both a partial lockdown, where only the school perimeter will be locked down, and full lockdown, where the whole school will be locked down.

Instructions for parents/carers in the event of a security lockdown

We know that hearing a school is going into lockdown would understandably be very distressing to parents and carers. To support our procedures and ensure pupil safety, please read the following requests carefully:



Principal: Ms C Cartledge



- In the event of a lockdown, parents and carers will be informed via text message as soon as is practicable
- Please do not attempt to call reception or come to the school at this time, as this may hinder our effort to secure the school and the ability for us to work with the emergency services
- We ask that parents and carers do not post or discuss the event on social media, this can spread false information and create panic, this may also hinder our effort to secure school and the ability for us to work with the emergency services
- Pupils will be instructed to ensure their phone is silent throughout the lockdown
- If the lockdown goes on beyond 3.10pm, we will do our utmost to inform parents and carers of this promptly. We again ask that parents and carers stay away from site until we have informed you that it is safe to collect your child

About our upcoming lockdown run-through

Prior to practising this procedure with pupils, a whole school assembly will take place on Friday 10th May to talk to pupils about the procedure in place. There will also be time for pupils to ask any questions.

Staff will also take time to talk to pupils about lockdown procedures and explain why they are important. Pupils will be reassured after the drill that they are safe, and we will emphasise that practising procedures like this helps to keep our school community safe.

If you have any concerns or questions, please contact the relevant pastoral head of year.

Yours sincerely

Ms. C Cartledge
Principal



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