

9th July 2021

Dear Parent/Carer

Enhancing Safety

At the Samworth Church Academy, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we routinely carry out fire evacuation and lockdown drills.

What is lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. The lockdown procedure would be used when there is a possible threat to the safety of persons on our premises, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them indoors for a period of time, rather than use outdoor areas, open spaces or corridors.

We are planning to practise the procedure before the end of term. The drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the lockdown procedures and staff will ensure it is carried out in a calm and measured manner and the drill process will be explained to students beforehand. We hope the lockdown procedure will never have to be used, but we need to ensure we are fully prepared for all situations.

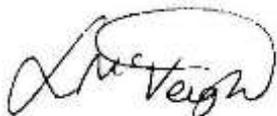
Instructions for parents in the event of a lockdown

In the event of a **real** lockdown, parents should note the following;

- If staff are still able to answer incoming calls they will. If it isn't possible an automated message may be set up that informs callers a lockdown procedure is in place;
- Once students and staff are in the designated safe areas, a message may be placed on our website, social media and an email or text sent to parents where possible and safe to do so;
- Parents must not attempt to call or come into the academy, as this may hinder the academy's efforts to contact and work with the emergency services and may put people in more danger;
- Parents must not discuss any event on social media, as this may spread false information and create panic;
- Students will be instructed not to use mobile phones during a lockdown or drill, so do not be alarmed if your child does not answer their phone;
- It may be necessary for a lockdown procedure to continue beyond normal academy hours. Where this is the case a message will be sent to parents via email or text and a message placed on our website.

If you have any concerns or questions, please do not hesitate to contact the Academy in the usual way.

Yours faithfully



Lisa McVeigh
Principal