

CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



Friday 19th October 2018

Dear Parent/Guardian,

Ensuring safety in our school

At the City of Derby 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 have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practicing this procedure on Wednesday 24th October.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used only when there is a threat to the safety of children, staff and others in the school, and when it is safer for everyone to remain in school rather than evacuate like a normal fire drill. The aim is to keep people safe by confining them to a secure place of safety. (See attached for further information)

Situations where our 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

In order to prepare the children for this and prior to our practice next week, I will be talking to them about the lockdown procedures and explain why they are important. We will tell them this is a special drill similar to the fire drill that we practice each term. Teachers will reassure pupils after the drill that they are safe, and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

Thank you for your understanding and support however if you or your child have any further concerns or questions, please do not hesitate to contact the school.

Yours sincerely

Mr P Smith
Headteacher



Lockdown Procedure

Our lockdown procedure is as follows:

1. The headteacher is the schools 'Lockdown Manager, and in their absence the deputy headteacher or senior member of staff will substitute for them.
2. Staff will be alerted to the activation of the lock down procedure plan by the intermittent ringing of the school bell.
3. Students who are outside of the school buildings will be brought inside to their classroom as quickly as possible.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
5. Those inside school will remain in their classrooms.
6. All external doors and, as necessary, windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked).

During the lockdown:

- Staff will encourage the students to keep clam;
- As appropriate, the school will establish communication with the Emergency Services as soon as possible;
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of students will only be undertaken with the approval of the emergency services;
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services;
- At any point during the lockdown and if it is necessary to evacuate the building, the fire alarm will sound and this will be the cue to evacuate the building.

Instructions for parents in the event of a lockdown

In the event of an actual lock down, this will be communicated to parents as soon as is practicable **via text and on the school website with the following.**

'The City of Derby Academy has implemented a Lockdown Procedure. Please do not contact school. We will contact parents as soon as possible with further instructions. Further information about our lockdown procedure is available on the school website'

We understand that parents will be concerned in the unlikely event that a Lockdown were to occur so we will always keep parents informed as far as possible.

However we would ask parents/guardians to follow the guidance below.

- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to school. This could interfere with emergency provider's access to the school and may even out themselves and others in danger.
- Wait for the school to make contact about when it is safe for them to come and collect their children, and where this will be form.



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- Students will not be released to parents during lock down.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of contact of lockdown and to encourage them to reinforce with their children the importance of following procedures in these very rare circumstances.

Further information on our lockdown procedure is available on the schools website.

Thank you for your support.