



Together Students Achieve

Principal: Mr P Willerton

Tuesday 21 May 2024

Site Lockdown Procedure

Dear Parent/Carers

At The Sutton Academy we take the safeguarding, welfare and safety of all of our students very seriously. It is important that we review all of 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 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 read this information carefully.

How will we share this information with students?

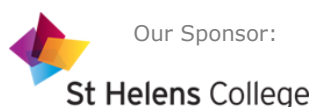
On Friday 24 May, all students will take part in a virtual 'Microsoft Teams' assembly presentation during the first part of their PSHE lesson.

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



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