

22nd October 2019

Dear Parents/Carers,

Re: Enhancing safety in our school

At Maltby Lilly Hall 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. This year we have introduced a new procedure called “lockdown”. This letter is to inform you of the policy that we practicing this procedure.

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 when there is a threat to the safety of pupils, staff and visitors in the school, at a time 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 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 will we do in the event of a lockdown?

The school has a set procedure to follow which is shared with all members of staff. We will practice this periodically so that it becomes part of the normal routine for the children – very much as with a fire practice. In the event of the school entering lockdown for real, parents will be informed via the My-Ed service. Parents not on My-Ed will receive a text if the office is accessible.



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If this occurs, we would ask that parents abide by the following guidance:

- Do not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Please do not discuss the event on social media, as this may spread false information and create panic
- Keep a close eye on school communications. For example, should the event continue beyond school hours, parents will be advised of changes to collection arrangements.

For the drill certain pupils may be warned to minimise their experience impact. Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasize that practicing procedures ensures 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. If you or your child have any further concerns or questions, please do not hesitate to contact a member of the office staff or myself to discuss matters further.

Yours faithfully,

Mr Horrigan
Executive Principal (Primary)
Maltby Lilly Hall Academy