

17 September 2019

Dear Parent/Carer

### Safety In Our Academy

At Akroydon Academy, we take safeguarding and safety very seriously. It is important that we continually review all of our safety procedures, even for those events that we do not ever expect to occur. As part of this, we have introduced a new procedure called 'lockdown, or 'invacuation'.

I am writing to tell you that we will be practising this procedure this week.

### What is a lockdown or invacuation?

A lockdown or an invacuation is where all staff and pupils are required to remain in, or return to, the academy building for safety reasons, when it is safer for everyone to remain in the academy rather than evacuate. The aim is keep everyone safe by confining them to a secure place of safety.

### When would we carry this out?

Situations where we might use our lockdown/invacuation procedure include:

- A potentially dangerous person or animal on the academy site
- A disturbance or dangerous situation in the local community that could affect the academy
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism
- A severe weather event or warning
- Fire in a nearby building

### Our Procedure

All of our staff understand our lockdown/invacuation procedure, and we will explain it to the children.

The signal for lockdown/invacuation is a broadcast of a message stating that "the academy is in lockdown".

### Instructions for parents in the event of an actual lockdown/invacuation (not a practice drill)

- Parents and carers should not attempt to call or come to the academy, as this may be unsafe, and may hinder our effort to contact and work with the emergency services
- Parents and carers should refrain from discussing any events on social media as this may spread inaccurate information and create panic
- In the event of a lockdown/invacuation continuing past our academy hours, we will keep you updated via text message and the academy website

Prior to our lockdown/invacuation practice drill this week, teachers will speak to all of our pupils about our lockdown/invacuation procedures, and explain why they are important, in an age appropriate way. Staff will reassure pupils during and after the drill. We would encourage parents and carers to discuss the process and the reasons behind it in an open manner with their children.

I must stress again that this is simply a practice, in order that in the unlikely event of any of these situations occurring, we are fully prepared.

If you have any questions or concerns, please do not hesitate to contact the academy.

Yours sincerely

A handwritten signature in black ink that reads "R. Tipler". The signature is written in a cursive style with a horizontal line underneath the name.

Mr R Tipler  
Acting Principal