

ALEC REED ACADEMY

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Principal and CEO: Phil Cosby - BSc (Hons), MA

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Dear Parent / Carer of all phases

Security Lockdown Drill

The safety and security of our students and staff remains paramount at Alec Reed Academy. It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown". We will be practising this "security lockdown" drill tomorrow on Wednesday 2nd November.

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep everyone safe by confining them to a secure place of safety.

Situations where our security 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
- An extreme weather event

During a lockdown drill, classroom doors are secured and the students remain inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building. Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills.

Prior to our lockdown drill, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure pupils during and after the drill that they are safe, and will emphasise that, just as in a fire drill, practising procedures like this will make sure the school remains a safe place to learn. We would encourage parents and carers to discuss the reasons behind it in order to provide further reassurance to students.

If you have any questions about the Academy lockdown procedures, please do not hesitate to make contact.

Kind Regards

Phil Cosby
Principal & CEO

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014

