



# St. Anthony's Girls' Catholic Academy

*A Mercy Academy committed to excellence*

St. Anthony's Girls' Catholic Academy, Thornhill Terrace, Sunderland SR2 7JN.  
Telephone 0191 565 8904 Email enquiries@st-anthonys-academy.com  
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Mrs M. Lanaghan  
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Deputy Head Teacher  
B.Sc (Hons), M.Sc

Mrs F. Collins  
Senior Assistant Head Teacher  
B.Sc (Hons), NPQSL

January 2018

Dear Parent/Carer

## Enhancing safety and security in school

At St. Anthony's Girls' Catholic Academy we take safeguarding and safety very seriously. It is important that we continue to continuously review all our procedures. As part of this process, we have updated procedures linked to, "lockdown". I am writing to inform you that we will be practicing this procedure in full, annually, and in part termly, in addition to our termly fire drills.

### 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 is used when there is a possible threat to the safety of pupils, staff and others in the school i.e. those occasions when it is safer for everyone to remain in school 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 situation, on the school site
- A disturbance, or dangerous person or situation, in the local community that may affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to a possible act of terrorism or similar.

### Instructions for staff and students:

Our lockdown procedure is as follows

- *A member of the SLT will take the lead, deploy senior staff and the emergency services will be called.*
- *People in school will be notified with the message "Lockdown" by SLT (Senior Leadership Team) by loud hailer, and an accompanying e-mail to all employees, from the Head/member of SLT.*



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- *Doors to buildings will be secured. Senior staff have allocated responsibility for securing, and opening doors once the situation is resolved.*
- *Students will move immediately inside to their own, or the nearest classroom, where their tutor/teacher will take a form/lesson register. If this situation occurs during lunchtime students will return to their form room or the nearest available classroom, as directed by senior staff.*
- *The teacher/tutor will make sure all pupils are accounted for e.g. taking registers.*
- *Once the situation is resolved, following advice from emergency services, a second e-mail will be sent to all staff informing them that the "lockdown" has ended.*
- *If there is any failure to ICT, or other systems, this message ("Lockdown Over") will be relayed by loud hailer.*
- *In a partial lockdown the exterior doors of one or more buildings on the site will be secured, as described above. The message, "Lockdown in....." will be relayed.*

## Instructions for parents:

- *Once senior staff have implemented the "lockdown," and the situation is stable, parents will be informed that the school is in "lockdown" via the school's website and also via text message. St. Aidan's Catholic Academy will also be informed and will link with the parents of boys, as required.*
- *Parents should 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, and manage an on-going situation.*
- *Parents should not discuss the event on social media, as this may spread false information and create fear and panic.*
- *Pupils are instructed not to use mobile phones at any time including during a "lockdown." All communication will be official communication from senior staff, via the academy website and text message, to parents. If the "lockdown" continues beyond school hours we will continue to communicate via the website, text and twitter.*



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Prior to any "lockdown drill", staff will take time to talk to students in assembly about lockdown procedures. They will reassure pupils after any drill that they are safe, and will emphasise that these procedures will enhance safety and security. If you, or your daughter, have any further concerns or questions, please do not hesitate to contact school at: [enquiries@st-anthonys-academy.com](mailto:enquiries@st-anthonys-academy.com)

Yours sincerely

*M. Shepherd.*

Mrs M Shepherd  
Head Teacher



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