

20th September 2019

Dear Parent/Carer

Enhancing Safety in our Academy

At Bishop Young 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 which are very unlikely to occur. As part of this process, last year we introduced a new procedure called "lockdown". This is a process which all schools in Leeds will develop.

A lockdown procedure is a standard health and safety procedure, similar to a fire drill and I am writing to inform you that we will be practising this procedure in the next couple of weeks.

Our lockdown procedure would be used if there was a threat to the safety of students, staff and others in the school, and 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 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.

Our lockdown procedure is as follows:

- One continuous ring of the bell;
- Communication to staff via radio and computers, and loudhailer to bring students in from outside;
- Staff and students move to their designated room identified in the emergency plan;
- In most cases staff and students will stay in the same room;
- Registers will be taken;
- Members of the Leadership Team will sweep corridors and check doors are locked;
- Windows and doors will be closed, lights will be turned off, doors will be locked from the inside.
- Students will stay out of sight where possible, in silence until the all clear bell sounds.

If the school is involved in a lockdown drill, you will not be informed at the time. However, in the event of a real lockdown you will be informed using the normal communication processes such as text and website information. For this purpose it is important that the contact details which we hold for you are up to date.

Prior to our drill, I will take time to talk to students in assemblies and form time about lockdown procedures and explain why they are important. We will reassure students after the drill that they are safe, and will emphasise that practising procedures like this will ensure the school remains a safe place to learn in.

I must stress again, that this is simply a practise, so that in the unlikely event of such a situation arising, our students and staff are fully prepared.

If you or your child have any concerns or questions, please do not hesitate to contact their Cathedral Leader.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P Cooper', written in a cursive style.

Paul Cooper
Principal