



7 December 2021

Dear Parents and Carers

**Re: Enhancing safety in our school**

At Lynn Grove Academy we take safeguarding and safety of our students and staff 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. As part of this process, we have introduced a new procedure called "Emergency Lock In". This is also a recommendation of good practice for schools from the Department for Education. I am writing to inform you that all staff and students will take part in a lock in drill on Wednesday, 8 December 2021.

**What is a lock in and when would we carry it out?**

A lock in procedure is a standard health and safety precaution similar to a fire drill. Our lock in procedure would be used when there was a threat to the safety of pupils, staff and others in the school and when it is safer for everyone to remain on site than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

**Situations where our lock in 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 procedure will have two types of lock in: "Partial Lock In" and "Full Lock In" both are initiated with a loud alarm which differs significantly from the recognised Fire Alarm. **Partial Lock In** will be used as a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality). Staff and students will be notified that the school is in Partial Lock In. A partial lock in means that students may not be allowed to leave the building until the threat has passed.

**Full Lock In** will be used when the school receives an immediate threat and we feel that the students and staff are in immediate danger. The aim of a full lock in is for the School to appear empty.

If students are outside, they return to the building through the nearest entrance and head towards the nearest lockable location. All external doors will be locked using our Tensor system which can only be opened by a member of staff with a Tensor card or from the inside using a release button (depending upon the nature of the incident). All teachers will lock classroom doors and turn classroom lights off. Teachers and students must hide in their locations and remain silent at all times. Students will not be



allowed to leave the school until full lock in has been lifted by the Principal or other senior members of staff on site.

No visitors or parents will be allowed to gain access into the building and, depending upon the nature of the incident, may not be able to come onto school grounds. We will communicate to you throughout the lock in by giving you updates by either text or email or both.

It is important that parents do not call or attend the school when either lock in is in operation as this may hinder the school's effort to contact and work with the emergency services. We also ask that parents do not discuss the event on social media as this may spread false information and create panic within the community. Students will also be instructed to turn off all mobile phones during a lock in therefore please do not contact your child in the event of a lock in as they will be unable to respond.

If lock in continued beyond school hours, parents would be notified of this via an email or text or by emergency services to ensure that appropriate arrangements were in place for the collection of students once the lock in is complete.

Prior to our drill, staff will take time to talk to students about lock in procedures and explain why they are important. Information will be delivered during Tutor Time within the context of risk management and personal safety.

This lock in procedure provides a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. This lock in procedure will be conveyed to young people in a way that is sensitive and not alarmist and students will be reassured that the School is a safe place and that the risk of serious incident is extremely low.

If you or your child have any further concerns or questions, please do not hesitate to contact your child's Progress Leader or Form Tutor.

Yours sincerely

A handwritten signature in grey ink, appearing to read 'Alison Mobbs', written in a cursive style.

Alison Mobbs  
Principal