

11/3/2025

Dear Parent/Carer,

### **Enhancing safety in our school Lockdown Drill – Spring Term**

At Forge Valley School, we take the safeguarding and safety of all our pupils and staff very seriously. It is important that we continue to review all our procedures, considering those events that are very unlikely to occur. Part of our procedures for doing this include regular lockdown drills so that everyone is fully aware of what they need to do during an emergency. The main focus of this drill will be to initiate Lockdown protocols outside of normal lessons times i.e. lunch or lesson changeover.

I am writing to inform you that we will be practicing this procedure on **Friday 14<sup>th</sup> March 2025**.

#### 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 would be used when there is a threat to the safety of pupils, 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.

#### 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

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

- Parents and carers will be informed that the school is in lockdown via the school's website, MCAS and text message.
- Parents and carers 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
- Parents and carers should not discuss the event on social media, as this may spread false information and create panic

- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

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

If you or your child have any further concerns or questions, please do not hesitate to contact Ashley Snelson – Business Manager ([asnelson@forgevalley.sheffield.sch.uk](mailto:asnelson@forgevalley.sheffield.sch.uk)).

Yours faithfully,



Ashley Snelson  
Business Manager

