

Leigh Academy Hugh Christie Lockdown Procedures Policy

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Lockdown Procedures Policy

Policy Statement

The safety of students and staff at Leigh Academy Hugh Christie is paramount and leaders take every precaution to ensure the safety of all stakeholders on site. The academy needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the academy community.

Leigh Academy Hugh Christie is committed to providing a safe and caring environment for students and staff. Therefore, the plan to respond to a perceived or actual threat to the academy community is detailed in this document.

Additionally, the academy will educate both staff and students in the principles of “stranger danger” so that identification of possible infringements can be readily identified by staff and pupils.

Stranger Danger

Stranger danger can be described as a threat to a child from a person they do not know. It is an important part of a child’s life to understand what hazards they are likely to be exposed to and give them ideas on how to deal with such situations. It should be stated at this point that most child related offences result from people they DO know.

The following points are a guide to provide students with advice on dealing with strangers:

- Never accept gifts or sweets from a stranger
- Never accept a lift in a car from a stranger
- Never go anywhere with a stranger
- Never go off on your own without telling parents/carers or trusted adult
- Never go up to a car to give directions - keep away so that no one can get hold of you and you can run away
- Always tell a trusted adult if you have been approached by a stranger
- Remember the Yell, Run, Tell rule - it’s okay to run and scream if you find yourself in danger. Get away from the source of danger as fast as you can
- If you find yourself in danger, always run towards shops or other busy places with lots of people.
- If you think that you are being followed, go into a shop and ask for help
- Never play in dark or lonely places
- Stay with your group of friends - never wander off on your own
- Never agree to do a job for someone you don't know in return for money - they may be trying to trick you
- Make sure your teacher or parents/carers know where you are going and when you will be back. If your plans change be sure to tell your teacher or parents/carers

Academy Emergency Management Team (AEMT)

Name and Title	Telephone Contact	Email	Address
Palak Shah Principal	01732 353554		Leigh Academy Hugh Christie, White Cottage Road, Tonbridge, Kent, TN10 4PU
Kathryn Harlin Health & Safety Lead	01732 353554		Leigh Academy Hugh Christie, White Cottage Road, Tonbridge, Kent, TN10 4PU
Kelly Ala PA to Principal	01732 353554		Leigh Academy Hugh Christie, White Cottage Road, Tonbridge, Kent, TN10 4PU
Lisa King Compliance Manager	07395 250062	lisa.king@latrust.org.uk	Leigh Academies Trust ME2 2SX
Julie Rattenbury Compliance Lead	07738 907371	julie.rattenbury@latrust.org.uk	Leigh Academies Trust ME2 2SX
Robert Harris Facilities Manager (MITIE)	01732 362417	Robert.Harris@mitie.com	Leigh Academy Hugh Christie, White Cottage Road, Tonbridge, Kent, TN10 4PU

Lockdown Procedure

At Leigh Academy Hugh Christie, lockdown procedures should be seen as 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. A dynamic risk assessment of the situation should be undertaken.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog or other animal.

An academy lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from the rest of the academy;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organised evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. Lockdown with warning (Amber) : The threat is outside the academy building.
2. Lockdown with intruder (Red) : The threat or intruder is inside the academy building.

ACTIONS

The Principal or other member of SLT will initiate lockdown by:

→ANNOUNCEMENT VIA TANNOY TO THE SITE - NOTIFYING OF AN AMBER OR RED ALERT

→The tannoy is in the main Reception office.

→Staff outside will be notified via radio, channel 1.

- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be barricaded)
- Once in lockdown mode, staff should notify the college admin teams immediately of any pupils not accounted for via telephone (mobile phones to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so
- Staff should encourage pupils to keep calm and silent
- As appropriate, communication with the Emergency Services will be established and the Compliance Manager, Academies Director or Chief Executive Officer will be notified
- Parents will be notified as soon as it is practicable to do so (do not contact anyone)
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded as per the fire evacuation plan.
- Staff, visitors and contractors will not be allowed to leave the building.

CHECKLIST

- Ensure all pupils are inside the school building, unless there is a requirement to evacuate - all adults are responsible for their own class
- Lock/secure entrance points to prevent any unauthorised entry to the building - all adults
- Contact the emergency services (DIAL 999) - SLT will do this, or depending on the situation and risk you may be required to use your mobile phone.

AMBER ALERT

(1. Lockdown with Warning)

The following procedures should be followed when the threat is either outside of the academy building or if there is time to prepare for the threat:

- The Principal or SLT announces:

**‘THIS IS AN AMBER ALERT LOCKDOWN’
‘THIS IS NOT A FIRE DRILL’
‘YEARS 7 – 11, CALMLY MAKE YOUR WAY TO THE SPORTS HALL’
‘DO NOT GO OUTSIDE THE BUILDING’**

This announcement will be repeated several times.

Special attention should be paid to classes that are outside of the academy building, such as playgrounds and playing fields. A member of SLT will inform these classes.

- **All students in Years 7 – 11 are to muster in the sports hall.**
- **Students in the sixth form muster in the main hall.**
- MITIE locks all exterior doors and, if necessary, the external gates.
- Teachers to secure classroom windows and lock classroom doors on exiting the classrooms.
- Channel 6 is to be used on the walkie-talkies.
- The administration team led by Kelly Ala (or receptionist) to observe using the CCTV and advise the Principal.
- The administration team will be advised by the Principal to ring the police.
- MITIE will be advised by the Principal to ring the fire brigade.

Years 7 – 11:

- Students are to be seated in Advisory groups in each year group.
- Advisors stay with their class.
- Non-teaching staff also congregate in the sports hall except those who are keeping watch using the CCTV.

Sixth Form:

- Students congregate in the main hall with the Advisors and the pastoral team.
- External doors should be locked.

A lock-down would be used anytime students need to be contained and protected inside academy buildings. For example, a chemical spill could put students and staff at risk of toxic

inhalation if allowed outside. Also, a fugitive abandoning a car chase to flee on foot could pose the risk of a hostage situation.

In both these cases the Police would request a lock-down of the academy to prevent putting students and staff in danger.

RED ALERT

(2. Lockdown with Intruder)

An unarmed intruder inside the building can also cause the implementation of a RED ALERT lock-down procedure, separating the intruder from students. In this case, a lock-down may also help to prevent confusion, and make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still.

When the '**RED ALERT LOCK DOWN**' signal is given by the Principal or SLT, teachers go to their classroom doors, listen, and then look for any signs of imminent danger. If it's safe to do so, they pull in any students in the hall or nearby toilets, then close and lock the door, shut the windows, turn off the lights, shut blinds and remain quiet.

General Emergency Lockdown Procedures

Communication

1. In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the academy office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or SLT.
2. The person-in-charge (PIC) at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
3. An Emergency Lockdown will be announced by intercom. The announcement will state the following:

'THIS IS A RED ALERT LOCK DOWN'

'THIS IS NOT A FIRE DRILL'

'EVERYONE IS TO STAY IN THEIR ROOM, REMAIN SEATED AND TO KEEP CALM AND QUIET.'

'LOCK THE DOORS, CLOSE THE WINDOWS, SHUT THE BLINDS AND TURN OFF LIGHTS'

4. The PIC shall immediately contact the Police and provide as much information as possible.

5. Fire evacuation alarms are **not** to be sounded.
6. The Principal or PIC must stay in, or move to, the office area to facilitate communication.
7. Staff with mobile phones should ensure they are turned on (with the sound off) and check them frequently for messages.
8. No one is to answer the door under any circumstances until the all clear is given by the Principal / PIC or a member of the local Police Force.
9. A staff member should take a head count and obtain the name of each individual in the room. Inform the college teams via email of any students missing.
10. Should the fire alarm sound, do not evacuate the building unless:
 - a. You have first-hand knowledge that there is a fire in the building, or
 - b. You have been advised by Police or the PIC to evacuate the building.
11. Students and staff should stay where they are until official notification is provided by the PIC or an identified police officer that the lockdown is over.
12. Where the lockdown lasts an extended period of time or extends beyond normal academy hours, the academy will notify parents/carers via local media and with the assistance of local police.
13. In conjunction with local police, the academy should arrange for parents/carers to pick students up from the academy at a designated safe area.

C: Lockdown during unstructured times (e.g. breaks, before the academy day)

If there is need for a 'Lock Down' alarm to be sounded before the academy day during morning break, lunch time or between lessons, THE FIRE ALARM WILL BE SOUNDED INSTEAD.

All staff, students and visitors will evacuate the building as per the normal fire evacuation protocols.

D: Evacuation from the Muster Point (MUGA)

If the academy buildings are deemed to be too dangerous to return to, students will be evacuated via Woodlands Walk as per the fire evacuation policy.

COMMUNICATION WITH PARENTS

The Principal or nominated person in charge or the police will make appropriate communication with parents

NO OTHER PERSONS WILL BE PERMITTED TO COMMUNICATE WITH PARENTS.

EMERGENCY SERVICES

It is vital to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds

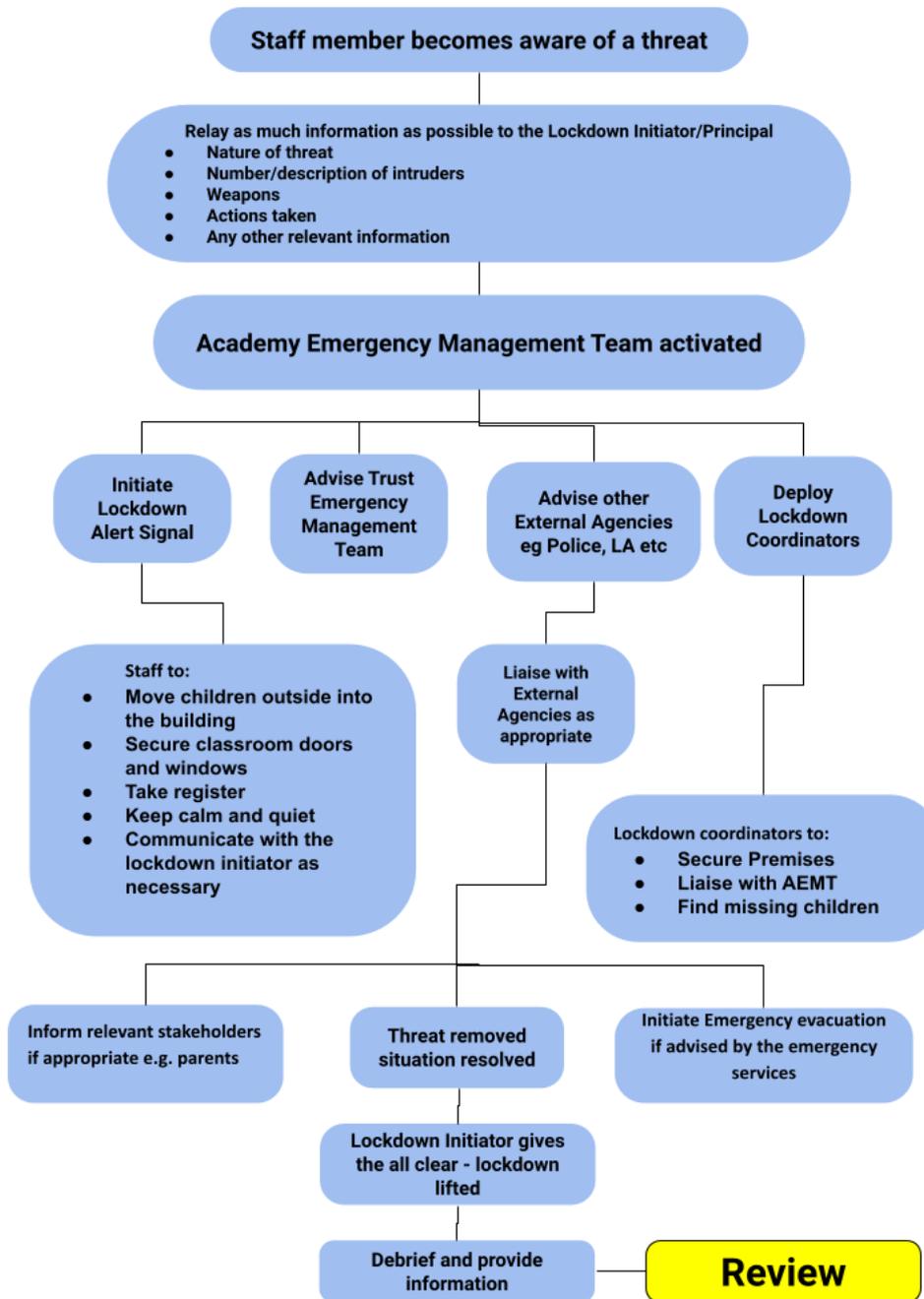
The academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown

Emergency Services will support the decision of the Principal with regarding the timing of communication to parents

In the event of a prolonged lockdown or more severe situation, the Principal will liaise directly with the Trust CEO or nominated person.

This document should be brought to the attention of staff and any temporary workers at Leigh Academy Hugh Christie.

Procedure flow chart:



APPENDICES

Appendix 1: Evacuation to Cage Green Primary School

In the event that the whole Academy needs to be evacuated off of site, the following procedures need to be adhered to.

The emergency off site premises is Cage Green Primary School.

A phone call should be made to the Headteacher, Joanna Styles (01732 354325) or Reception.

The staff and children should evacuate via their nearest exit and once it is safe to do so, the whole Academy should evacuate the Cage Green Primary School via the front vehicle gates if safe to do so.

Once at the Cage Green Primary School, a full head count should be taken.

Where possible a member of the Site Staff and a member of SLT should remain on site to liaise with the emergency services, again, if safe to do so.

Key Holders – contact details	24hr Telephone	Email
Joanna Styles (Headteacher)	01732 354325	office@cagegreen.kent.sch.uk

Lockdown Procedures

RED ALERT LOCKDOWN

This could be activated if there is an intruder in the building.

TANNOY ANNOUNCEMENT

'THIS IS A RED ALERT LOCKDOWN'



STUDENTS MUST:

1. GET INTO THE NEAREST CLASSROOM (WITH A TEACHER / ADULT)
2. SIT IN SILENCE
3. AWAIT INSTRUCTIONS OR FURTHER ANNOUNCEMENTS

STAFF/ADULTS MUST:

1. LOCK THE DOOR
2. SHUT THE WINDOWS
3. DRAW THE BLINDS
4. TURN OFF LIGHTS
5. AWAIT INSTRUCTIONS OR FURTHER ANNOUNCEMENTS

AMBER ALERT LOCKDOWN

This could be activated if there is a major incident outside of the building / school, and it is best to get everyone together.

TANNOY ANNOUNCEMENT

'THIS IS AN AMBER ALERT LOCKDOWN'



ACTIONS

1. YEARS 7 – 11: WALK CALMLY TO THE SPORTS HALL
2. SIXTH FORM: WALK CALMLY TO THE MAIN HALL
3. DO NOT GO OUTSIDE OF THE BUILDING
4. SIT WITH YOUR ADVISORY GROUP & IN YOUR YEAR GROUP
5. SIT IN SILENCE
6. AWAIT INSTRUCTIONS

INFORMATION FOR STAFF

- **RED ALERT:** CHECK THE CORRIDOR AND TOILETS FOR STUDENTS BEFORE LOCKING YOUR CLASSROOM DOOR
- KEEP YOUR COMPUTER OPEN TO RECEIVE EMAILS

Appendix 3: Bomb Threats

Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Dial 999 and the police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Any bomb threats must be reported to the Principal immediately who will liaise with their Academy Director and LAT Central Directors who will support and take control of the incident.

All Staff should make themselves aware of what to do and say in the event of a bomb threat.

[Bomb Threat checklist](#)

Note; to be updated once LAT Business Continuity Plan is approved taking into account the Gold, Silver, Bronze command structure.

Appendix 4: DfE action list

- *Sound Alert - Activate lock-down procedures immediately*
- *Dial 999*
- *Direct all students, staff, parents/carers and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)*
- *Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows*
- *Close windows / blinds*
- *Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)*
- *Hide, sit on the floor under desks, and away from windows*
- *Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)*
- *Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access*
- *If possible, check for missing / injured students, staff and visitors*
- *Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services*

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