



Leigh Academy Tonbridge

Lockdown Policy

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Reviewed and Approved by	SLT
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1. Overview

Lockdown procedures are 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 students in the academy.

Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, some of the more typical might be:

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

The following basic principles are to be followed in the case of 'Lockdown':

- Staff to be alerted to the activation of the plan.
- Students who are outside of the academy buildings are brought inside as quickly as possible.
- Those inside the academy 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 locked).
- Once in lockdown mode, staff should notify the academy office immediately of any students not accounted for (and instigate an immediate search for any missing).
- Staff should encourage the students to keep calm.
- As appropriate, the academy should establish communication with the Emergency Services as soon as possible.
- Other external parties should be notified as required e.g. the LA.
- If necessary, parents should be notified as soon as it is practicable to do so via the Academy's established communications system.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions.

It is of vital importance that the Academy's lockdown procedures are familiar to members of the Senior Leadership Team, teaching staff and non-teaching staff. To achieve this, a

lockdown drill should be undertaken at least once a year. Parents too should know that the academy has a lockdown plan.

2. Lockdown Arrangements

Partial Lockdown - 'The Academy is Flying Low'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action :

- All outside activity ceases immediately, students and staff return to the building.
- All staff and students remain in the building and external doors and windows locked.
- Free movement may be permitted within, but not between buildings dependent upon circumstances.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. 'Partial lockdown' is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown - 'The Academy is Flying High'

This signifies an immediate threat to the academy and may occur as an escalation of a partial lockdown. From the moment the announcement is made, radios should NOT be used to communicate. We have created a Google chat (named "**LATonbridge Lockdown Communication**" for all staff communication)

- Students and staff go to the nearest classroom or remain where they are and sit under their desk IN SILENCE.
- Students must NOT use their mobile phones for any communication, internal or external.
- All staff turn off lights, close/lock doors and windows, pull blinds and turn off any projectors or equipment that has a light.
- Staff should also sit under desks with laptops looking at the chat.
- Everyone must stay where they are until the Principal/Office Manager/Site Manager/Police advise otherwise.
- Staff to support students in keeping calm and quiet.
- No one should move around the academy site
- Individual staff/students/Sixth Form cannot sign out or leave the premises during the lockdown process.

3. Staff Roles and Responsibilities

Principal and/or Admin Office staff to ensure that the school's front doors and entrances including their office(s) are locked and police called (if necessary) stating '**Operation Chalkboard**'.

- Site Team to lock all gates
- Lockdown Co-ordinators to ensure all allocated doors are secured
- Teachers to lock/close classroom doors/windows and close blinds. Turn off lights and any equipment with a light.
- Staff in the staffroom to lockdown in this area, closing/locking doors and moving to beneath tables.
- All remaining staff (Exams/Data/Site/Student Services/Attendance/SEN/Reflection Room/School Sports Partnership/Counselling etc.) to go to their Office or nearest Office, close/lock doors/blinds and move under desks.
- Catering Staff to close the shutters, hit the emergency gas stop button and move immediately into the catering manager's office by the phone to await further instructions.

Lockdown Coordinators and Reserves

Area of Responsibility	Lead Coordinator	Deputy Coordinator
Vehicle/pedestrian gate	Site team	Site team
Reception/Main hall and first aid room	Naomi Bardoe	Becky Green
Music/SSP	Nat Graham	Adam Dixon
Art	Martine Gillespie	Polina Kupriyanova
Science	Kavita Mehta	Tom Tapsfield
Maths	Tom Hickey	Jo Finch
Lower Bevan	Laura Christmas	Cat McGuire
Upper Bevan	Emily Kindregan	Stephen Hogg
Student Services	Sophie Waight	Lorraine Nikhwali
Sixth Form	Louise Hubbard	Kate Gosling
IT Office		
Attendance Office	Natalie Young	
PE/Sports Hall/MUGA/Field	Alistair Main	Rhiannon Turner
Sports Pavilion/3G	Alistair Main	Mike James
Technology/ICT	Sonia Bellord	Marianne Brooks
Kitchen	Louise Brown	Cameron Dunbar

4. Communication with Parents/Carers

Academy lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the academy website.

In the event of an actual lockdown, the incident or development must be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger.
- Wait for the academy to contact them about when it is safe for them to collect their children, and where this will be from.

The Academy should reinforce the message '...the academy is in a full lockdown situation.

During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. It is important 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 regarding the timing of communication to parents.

5. Monitoring and Review

This policy is reviewed annually by the Principal and the DSL.

The scheduled review date for this policy is July 2025.

6. Appendix

Bomb Threats - Amendment from Leigh Academy Trust

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.*