LOCKDOWN PROCEDURE

Lockdown procedures will commence upon receiving 'Flying High' indicating a full lockdown or 'Flying Low' indicating a partial lockdown, verbally over the internal Tannoy system, on Band 1 and Band 2 radios, or via Google Chat or phone. The words will be shouted to any staff outside (although in a full lockdown ALL staff must prioritise making themselves safe, including site team and leadership).

Partial Lockdown/Invacuation

Alert code to staff: '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.

Immediate action:

1. All outside activity must cease immediately, students and staff are to return to the buildings.

2. All staff and students remain in the buildings and external doors and windows are to be locked by Lockdown Coordinators where possible.

3. Free movement may be permitted within, but not between buildings.

For the purposes of Martyn's Law (Martyn's Law (the Terrorism (Protection of Premises) Act), the 'Responsible Person' is the Leigh Academy Tonbridge governing body.

The role of Lockdown Coordinators has been assigned to the following staff with a responsibility to secure specific buildings.

Primary	Deputy	Area responsible
Site team	Site team	Vehicle/pedestrian gate
Becky Green	Caroline Lunn	Reception/Main hall and first aid room
Adam Dixon	Currently no Lockdown Coordinator for Music in NGR's absence (any staff member in those rooms must follow this procedure)	Music/SSP
Martine Gillespie	Clare Tetley	Art
Kavita Mehta	Tom Tapsfield	Science
Jem Arnold	Jo Finch	Maths
Laura Christmas	Cat McGuire	Lower Bevan
Emily Kindregan	Stephen Hogg	Upper Bevan
Sophie Waight	Lorraine Nikhwai	Student Services
Louise Hubbard	Kate Gosling	Sixth Form
Matt Stephens		IT Office
Alex Chin		Attendance Office
Alistair Main	Rhiannon Turner	PE/Sports Hall/MUGA/Field
Alistair Main	Mike James	Sports Pavilion/3G
David Roberts	Kate Gosling	Robin Reiss Building
Sonia Bellord	Marianne Brooks	Technology/ICT
Louise Brown	Cameron Dunbar	Kitchen

FULL Lockdown
Alert to staff: 'Flying High'

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown.

Immediate action:

1. All outside activity to cease immediately, students and staff are to return to the buildings.

2. Staff to ensure the windows and doors are closed and wedged shut, blinds shut where possible and children are positioned away from possible sightlines from external windows / doors.

   NO ONE SHOULD MOVE ABOUT THE SCHOOL

3. Staff to support children in keeping calm and quiet.

4. Registration is to be taken and the office informed of any missing students as soon as it is possible to do so, this can be done Google Chat

5. Staff remain in lockdown positions until informed by the Principal, Senior Management Team, office staff or Police (in person) that there is an 'all clear'. This will be communicated on Google Chat, via Radio Bands 1 and 2 and via Bromcom security alert, and by tannoy.

6. **If during the Lockdown the fire alarm sounds this is the cue to evacuate the building immediately. Staff should usher students quickly and quietly to the nearest exit and head towards the lockdown assembly point on the Playground.**

7. **Students in toilets when a full lockdown takes place should remain hidden and silent in the toilets**

Staff Roles

1. Principal, Vice Principals and / or front office staff ensure that the school's front doors and entrances including their office(s) are locked (if possible to do so safely in the emergency situation) and police called (if necessary) stating **'Operation Chalkboard'**.

2. Site Manager / Caretaker to lock all gates if safe and possible to do so in the emergency situation.

3. Teachers and / or support staff to close classroom door(s) and windows. Nearest adult to check exit doors within the school provided it is safe and possible to do so in the emergency situation.

4. Staff in the staffroom to lockdown in this area.

5. 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.

At all times, if the fire alarm is sounded staff and students MUST evacuate the building.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

Emergency Lockdown Action Team:

- Principal
- Vice Principal Behaviour
- Office Manager
- Site Manager
- Hard Facilities Manager (if on site)

Communication with parents

1. If necessary, parents will be notified as soon as it is practical to do so via the academy's established communication network. Parents will be asked not to call school as this may tie up emergency lines.

2. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

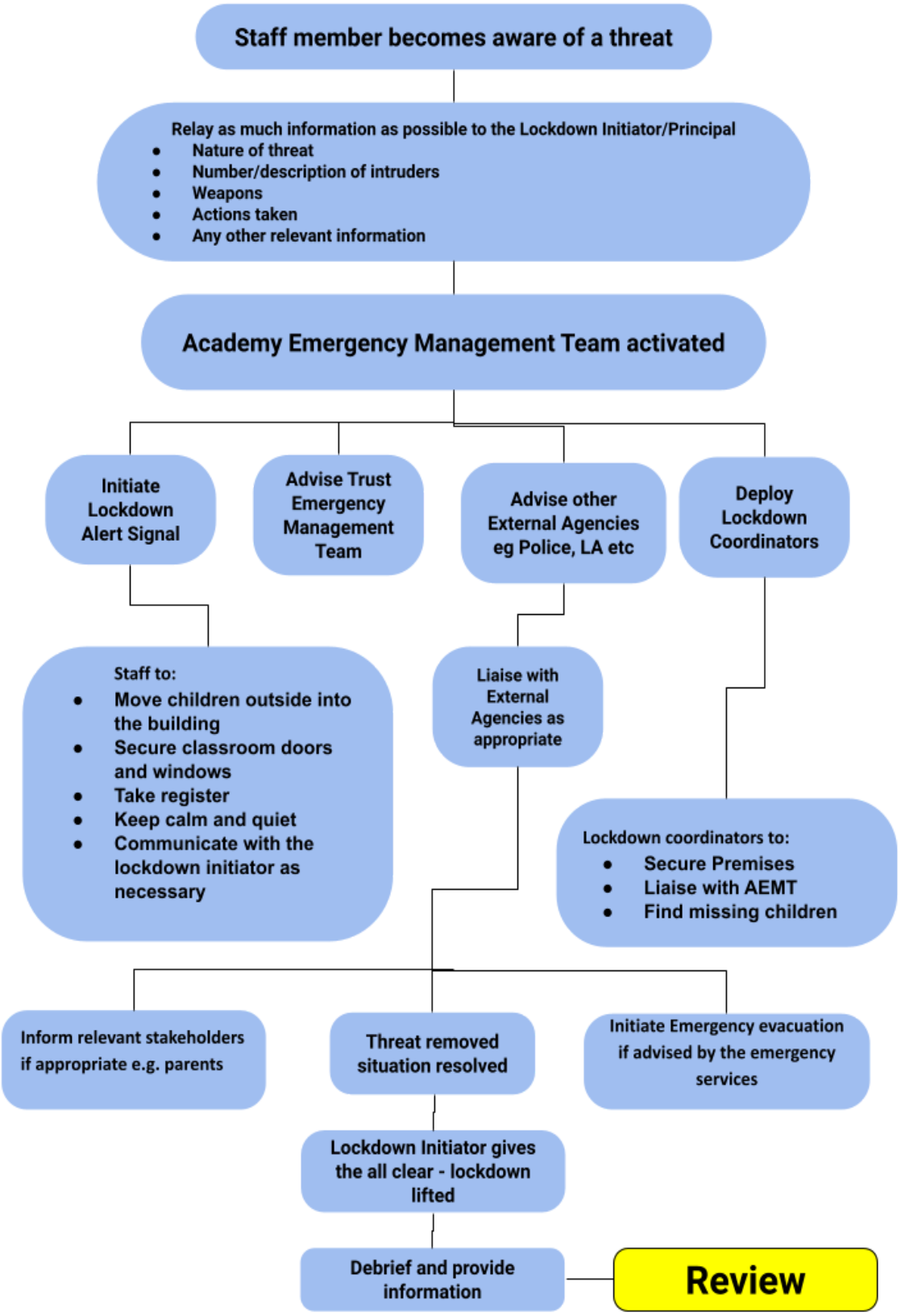
3. Pupils will not be released to parents during a lockdown.

4. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services. Office Manager to inform Student Transport.

5. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and be debriefed to staff so improvements can be made.


Staff member becomes aware of a threat
Relay as much information as possible to the Lockdown Initiator/Principal
Nature of threat
Number/description of intruders
Weapons
Actions taken
Any other relevant information
Academy Emergency Management Team activated
Initiate Lockdown Alert Signal
Advise Trust Emergency Management Team
Advise other External Agencies eg Police, LA etc
Deploy Lockdown Coordinators
Staff to:
Move children outside into the building
Secure classroom doors and windows
Take register
Keep calm and quiet
Communicate with the lockdown initiator as necessary
Liaise with External Agencies as appropriate
Lockdown coordinators to:
Secure Premises
Liaise with AEMT
Find missing children
Inform relevant stakeholders if appropriate e.g. parents
Threat removed situation resolved
Initiate Emergency evacuation if advised by the emergency services
Lockdown Initiator gives the all clear - lockdown lifted
Debrief and provide information
Review

Bomb Threats or other suspicious items

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 or discovery of suspicious items by staff 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 of discovery of a suspicious item.

Bomb Threat checklist

APPENDIX 7 – 'OPERATION CHALKBOARD'

Kent Police Protocol with Kent and Medway Schools

The school should contact police via 999 and quote Operation Chalkboard in the following circumstances:

- There are trespassers on school grounds who are posing a serious threat to pupils, staff or parents
- There are visitors to the school who are or are perceived to be posing a threat to pupils, staff or parents
- Any other incident occurs whereby there is an immediate risk to the physical safety of any person legitimately on school premises

The school should provide the following information wherever possible:

- Descriptions of offenders and identities if known
- Details of any weapons being carried
- Details of the location of suspects or direction of travel
- Details of any person requiring medical attention

Kent Police will ensure that the following action is taken immediately upon receipt of an Operation Chalkboard call:

- Police officers will be dispatched to the location

- The Force Communications Centre Duty Inspector will be notified and will coordinate the deployment of appropriate resources to the location

- The Force Communications Centre will contact other emergency services to ensure they are also tasked to attend the location, if appropriate

- Kent Police will undertake to robustly deal with any offences that are disclosed on school premises

Following the incident Kent Police will appoint a supervisory officer to review any Operation Chalkboard incident in consultation with the school to identify any opportunities to enhance future service delivery.

This protocol is in no way intended to alter existing arrangements currently in force that the school has in place for internal discipline matters.

Additionally, the Area Duty Manager or Patrol Sergeant MUST BE informed.