



Leigh Academy
RAINHAM

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Lockdown Plan

Version	4
Reviewed	June 2025
Policy Status	Active
Date of Issue	June 2025
Changes	1. Added to use Spaces for lockdown communication 2. Change of personnel 3. Up to date bomb threat guidance

In the event of a viable threat on site, members of staff are to raise a verbal alarm, lock doors and protect the students. If possible, members of staff should activate the alarm point (key operated) adjacent to the Main Reception desk. Upon activation, this will sound a siren, akin to the fire alarm.

Lockdown Procedure:

Senior Management:

- SBL, BSM, ACO, JCO, EBA to be switched to channel 2 on and report to the Principal to assign floors for checking.
- Kent Police should be called as necessary by a Member of The SLT, stating “[Operation Chalkboard](#)”, providing the police with as much information as possible.
- Staff will be notified lockdown procedures are to immediately take place on observing the dedicated ‘lockdown’ alarm tone.

Teachers / TA’s:

- The lockdown alarm will activate a process of students being ushered into the school building, if in the courtyard, as quickly as possible and the locking of the school’s offices, connecting doors and all external doors, where it is possible to remain safe. If deemed safe students are directed to form rooms so that registers can be easily taken.
- At the given signal the students should remain in the room they are in and the staff will ensure the windows and doors are closed, locked and screened where possible.
- Staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
- Students using toilets when the alarm sounds should be collected by a class representative ASAP, they can go to the nearest classroom and not necessarily back to their own classroom.
- Staff are to support students to keep calm and quiet by carrying on a lesson.
- The register is to be taken and the office and SSM informed of any missing students as soon as it is possible to do so by email, or radio if staff have one
- If it is deemed unsafe to stay inside the locked room and there is immediate danger, then a dynamic risk assessment should be carried out and as necessary staff and students should exit to an alternative place of safety. If there is no immediate danger staff should remain where they are until directed by the police, Principal, or Senior Leadership Team.

- If during the Lockdown the fire alarm sounds, staff should usher students quickly and quietly to the nearest exit and evacuate to their normal fire assembly point, or other as directed by the police, Principal, or Senior Management Team.

During Assembly, Meals and Other Similar Events:

When students are in a large group such as school assembly, drama production, lunch, or examinations, the following procedures should be followed:

- Consider the level of threat;
- If no perceived risk, continue with the activity;
- If the threat is real, move all students back to their classrooms.

Site Team:

- The Facilities team are to ensure that the academy's front doors and other entrances are secure, and to override automatic windows and fire shutters, if it is safe to do so.

Catering and kitchen Staff:

- Catering and kitchen staff are to ensure that any doors and windows are shut, shut the shutter, hit the emergency gas stop button and remain in the kitchen.

Visitors:

- Any visitors should remain with the person in the school they are meeting with and follow instruction.

EMERGENCY ACTION TEAM:

Principal: Alex Cramlington

Vice Principal: Stephen Blinkhorn

PA & Office Manager: Stella Poulter

Facilities Manager: Adam Friel

Facilities Assistants: Paul Cardwardine

Facilities Assistants: Oliver Witsey

[WHEN ON SITE]:

Service Delivery Manager: Kevin Hurrell

Compliance Manager: Robert Tuson

Communication With Parents:

- If necessary, parents will be notified as soon as it is practical via Bromcom, parents will be asked not to call the academy as this may tie up emergency lines.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Academy as it may put them and their child at risk.
- Students will **not** be released to parents during a lockdown.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information from the Academy, or emergency services about the time and place students can be picked up.
- 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:

- Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do. Monitoring of practices will take place and staff will be debriefed so improvements can be made.

INDIVIDUAL STAFF AND VISITORS CANNOT SIGN OUT, OR LEAVE THE PREMISES DURING LOCKDOWN.

Bomb Threats Procedure:

In the event of a bomb threat made to the Academy, the Academy will act according to the National Counter Terrorism Security Office guidance consisting of: assessment, action and communication:

[NAHT Bomb threat guidance](#)
[Bomb threat checklist](#)