



Leigh Academy
Halley

Lockdown Policy



LEIGH
Academies Trust

Review Date: August 2026



Mission, Vision, Values and Ethos

Our Vision Statement:

Leigh Academy Halley is a place of opportunity where respect, resilience, integrity and collaboration matters. We are a caring community where everyone feels safe, valued and empowered to explore, experience and achieve.

We are proud, articulate, confident, independent learners equipped to take our place in wider society. As lifelong learners we develop our international mindedness and intercultural understanding. This is so that we are in a position to pursue our aspirations and interests as responsible members of a global society who respect and appreciate diversity.

Our Mission:

“Together we inspire, learn and achieve”

Our Values and Ethos:

At Leigh Academy Halley, our values are the cornerstone of everything we do.

Respect

We expect everyone to take responsibility for their learning and be lifelong learners.

Achievement

We aspire to achieve our full potential in everything we do.

Collaboration

We enrich the experiences of all through our local, national and international partnerships. We do this by working together to achieve excellence.

Integrity

We embrace the opportunities we are presented with to show our strong moral principles, the IB learner profile and our respect and acceptance for others.

Resilience

We empower all to develop a ‘can do’ attitude and have confidence in their ability to progress in the face of challenges.

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LOCKDOWN POLICY

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 Academy 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.

Lockdown Arrangements:- Academy Emergency Management Team

1 Partial Lockdown

Alert to staff: 'Florence 1'/Lockdown Alarm

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 to cease 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.

2 Full Lockdown

Alert to staff: 'Florence 2'/Lockdown Alarm

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

Immediate action:

- All students remain in classrooms/return to classrooms if outside.
- If during break time, students should go to their tutor base and tutors should go to the tutor base. Members of ALT will confirm outside areas are clear of students.
- If during lunch time, students directed to their period 4 lessons and teachers to go to this classroom. If on the field, staff and students remain on the field, in a close group until directed via the radio to another space.
- External doors locked. Classroom doors locked (where a member of staff with a key is present). Windows locked, blinds drawn, students sit quietly out of sight and away from windows (e.g. under desk or around a corner). Turn off lights and monitors.
- Ensure mobile phones and electronic devices are silent.
- Register taken (unless already taken for that period) - the Attendance Advisory Officer will run a report for attendance and inform Heads of School of any missing student.
- Staff and students remain in lock down until it has been lifted by either the Principal, Deputy Principal/Head of School/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep internal lines of communication open but not make unnecessary calls as this could delay more important communication.

Examples of discreet communication channels are:

- Use of internal email system.

- Instructions will also be passed on via text message and email in an emergency.

Communication between parents and the Academy

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.

Academy Emergency Management Team Specific Duties:-	
Lockdown Initiator	Principal
Deputy Lockdown Initiator	Deputy Principal
Lockdown Coordinators	Heads of School/Premises Manager/Academy Estates Manager
Deputy Lockdown Coordinators	Deputy Heads of School
Responsibilities:	
Initiate Lockdown	Principal
Contact Emergency Services	Principal
Lock doors and gates	Premises Manger/Classroom Teachers
Find Missing Students	Heads of School/Small School Managers
Unlock doors and gates	Premises Manager/Classroom Teachers
Communicate with PE staff on the field	Deputy Principal
Communicate with staff and parents if necessary	Deputy Principal/Principal's PA
Lockdown Alert signal will be given in the following way:-	
Partial Lockdown	Via radios and email
Full Lockdown	Via radios and email
All Clear	Via radios and email

Method of Communication to be used in the event of a lockdown.	
Between ALT	Radio/Mobile
Teaching Staff in Classrooms	Email
Teaching staff outside i.e on the field.	Radio
Duty Staff during break and lunch	Radio
Staff off site	Mobile
Parents if necessary	Text message via Bromcom
Movement plan for students and staff to follow if they are not in a classroom	At break: Students and staff to go to tutor base At lunch: Students and staff to go to period 4 lesson.
Students/Staff to make their way to their classroom or their nearest secure building.	Staff and Students on the field to remain on the field until directed otherwise.
Lockdown coordinator to check designated areas of the Academy	
Northside ground floor.	Head of Turing School
Northside first floor including dining Hall.	Head of Franklin School
Northside second floor.	Deputy Head of Turing School
Northside third floor	Premises
Staffroom and Library.	Head of Hawking/SSM Hawking/SSA Hawking
Main Hall and Technology.	Premises
Southside ground floor	Central Administration team
Southside first floor.	Deputy Head of Easley
Foyer.	Receptionist
Southside second floor and The Sanctuary.	Head of Easley
Sports Hall.	Premises
Field.	Premises
Compass East and West.	Deputy Principal
Drama and Dance Hall.	Premises
Lockdown procedures will be practised at least once a year and drills recorded in the Leadership Team Google Drive Lockdown folder.	

[Leigh Academy Halley Lockdown Procedure](#)

In the event of the Lockdown Signal Alert stay indoors in the room/classroom that you are in. If you are outside, make your way to your tutor base if it is break or your p4 classroom if it is lunch.

An email will be sent to 'all staff' giving instructions as to what to do – please ensure this is checked and not on the screen for children to read. It is therefore important that a computer is always logged on (and email accounts open) during teaching sessions. Internal phones may also be used for communication.

If you are with children it is important to:

- Remain Calm;
- Reassure;
- Ask children to be quiet and to follow your instructions.

Staff member becomes aware of a Threat

Ready as much information as possible to lockdown initiator/Principal

Nature of Threat
Number/description of intruders
Weapons
Actions taken
Any other info

info

Academy Emergency Management Team Activated

Initiate lockdown alert signal

Advise Trust Emergency Management team

Advise emergency services

Deploy lockdown procedure

Staff to:-
Move students outside into the building
Secure classroom doors and windows
Take register
Keep calm and quiet
Communicate with the lockdown initiator as necessary

Liaise with appropriate emergency services

Lockdown coordinators to:-
Secure premises
Liaise with AEMT
Find missing children

Inform relevant stakeholders if appropriate e.g Parents

Threat removed/ situation resolved

Lockdown initiator gives the all clear

Debrief

Review

Initiate emergency evacuation (as fire evacuation) if advised by the emergency services