

Legacy Youth Academy – Lockdown Policy

Policy Title: Lockdown Policy

Date Approved: 28th July 2025

Review Date: 28th July 2026

Policy Owner: Head of Centre, Legacy Youth Academy

1. Policy Statement

Legacy Youth Academy is committed to keeping all pupils, staff, and visitors safe. While such incidents are rare, a lockdown procedure ensures the Academy can respond effectively to a threat on or near the premises, including intruders, public disturbances, or major incidents in the local area.

This policy outlines the Academy's procedures in the event of a full or partial lockdown.

2. When Might Lockdown Be Used?

An unauthorised person on site

A nearby incident or civil disturbance posing a risk

A dangerous animal on the grounds

An intruder or violent person in the vicinity

Chemical or environmental incidents (e.g. gas leak, air pollution)

A serious safeguarding concern involving a pupil or visitor

3. Types of Lockdown

Partial Lockdown

Used when the threat is external. Staff and pupils remain inside the building, external doors and windows are secured, but lessons continue with minimal disruption.

Full Lockdown

Used when the threat is internal or on-site. Everyone must stay in their current

location, move out of sight, lock doors where possible, and remain silent until an all-clear is given.

4. Lockdown Signal and All-Clear

Lockdown Signal: A clear verbal alert over the internal communication system or designated call-out (e.g., “LOCKDOWN NOW”).

All-Clear Signal: A verbal “ALL CLEAR” or a pre-agreed signal/message communicated by senior staff.

5. Staff Responsibilities

Head of Centre / Senior Leader

Initiate and manage the lockdown procedure.

Contact emergency services and act as liaison.

Coordinate communication with staff and external agencies.

Authorise the all-clear.

Teaching and Support Staff

Immediately secure classroom or office space: lock doors, turn off lights, close

blinds.

Move pupils away from windows and out of sight.

Keep everyone silent and calm.

Take register if safe to do so.

Do not open doors until the all-clear is given.

Reception and Admin Staff

Secure the front entrance and refuse access to visitors.

Inform emergency services if not already done.

Follow communication protocols.

6. Communication

In a lockdown, communication must be kept to a minimum:

Do not use mobile phones unless directed or in an emergency.

Follow staff WhatsApp group or internal radio only if safe.

Parents will be contacted after the incident via official channels. Do not release pupils or allow visitors access during lockdown.

7. Evacuation During Lockdown

If the building becomes unsafe (e.g., fire), the fire alarm will sound. Staff should evacuate as per fire procedure unless directed otherwise by emergency services or leadership.

8. Drills and Training

Lockdown drills are held once per term.

All staff receive lockdown training annually.

Pupils are guided through lockdown protocols in an age-appropriate way.

9. Post-Incident Actions

DSL or mental health lead will offer support to pupils and staff.

An incident review will be conducted by leadership.

Policy and procedures will be updated based on lessons learned.

A debrief will be provided to staff and, where appropriate, to pupils and parents.

Signed:
Head of Centre – Legacy Youth Academy
Date: 28th July 2025