



**KITE COLLEGE**

Kent Inclusive Technical Education

# Lockdown Policy & Procedure

**Date: September 2024**

**Policy Reference:**

**Authorised Principal: Sarah Miller**

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## Rationale

At KITE college we take Safeguarding and the safety of our learners seriously. The likelihood of an incident that requires the College to lockdown is highly unlikely, but it is our duty to ensure our learners are protected should an incident arise.

Lockdown procedures may be activated in response to any number of situations, but 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 learners in college).
- An intruder on college site (with the potential to pose a risk to staff and learners).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of college.
- The close proximity of a dangerous dog roaming loose.

Access to KITE is via our security system and doors can only be opened with a member of staff's security fob.

**Entry to Site** : Staff need to be allocated entrances to be secured when lock down is required.

Main Entrance  
Front Side Door 1  
Front Side Door 2  
Brick Room Entrance  
MV workshop shutter  
External side gates

This policy applies to employees, commissioned services, volunteers, parents, carers, learners, and people visiting college site. It covers the procedures staff and college community should take if and when college is required to go to lockdown.

## Aims

- To provide a safe and secure environment for our learners, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

## Implementation

### All staff and visitors:

It is of vital importance that college's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a **lockdown drill will be undertaken at least once a year.**

### For parents and carers:

Parents too should know that college has a lockdown policy, and a copy should be placed on college's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to college, as **learners will not be released to parents during lockdown.**

Parents are also asked not to call college, as this may tie up emergency lines that must remain open. Parents should not expect their young person to call them, nor should they call learner mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of learners and staff in classrooms or workshops.

Emergency Services will support the decision of the Principal regarding the timing of communication to parents.

## Procedures:

### Lockdown Drills

KITE do not carry out drills with learners. We have made this decision due to the needs of our learners and understand that we are not legally required to carry out drills. However, staff will be confident should an incident occur, as they will have completed drills and training separately.

**Partial Lockdown** -The following procedures should be followed when the threat is **outside** of college perimeter.

**Alert to staff:** "**Partial Lockdown**" via repeated three times.

### Immediate action:

- Exterior perimeter doors/gates ARE TO BE LOCKED (by site staff).
- All outside activity to cease immediately, learners and staff return to inside the building/mobile classrooms if safe to do so.
- All staff and learners MUST remain inside.
- Mobile classrooms are to be locked.
- Principal (or named lead in principal's absence) will contact emergency service and will conduct an ongoing risk assessment based on advice from the emergency services.
- Tutors should take attendance of learners in each classroom/workshop and prepare a list of missing and extra learners in the room.

- If the fire bell sounds **YOU ARE NOT** to leave the building remain where you are (If possible alarm to be silenced).
- **DO NOT** leave the site until you have heard the “all clear” and code word repeated three times by announcement only.

**Full Lockdown** - The following procedures should be followed when the threat or intruder is *inside of the site building*:

**Alert to staff:** By announcement over radio ‘FULL LOCKDOWN’

**Immediate action:**

- Exterior doors to be closed /gates to be closed. (by site staff / SLT).
- At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of Police as instructed or requested.
- Learners that are OUTSIDE of the buildings SHOULD NOT re-enter the building. Staff should escort learners to an alternative safe place (mobile classrooms).
- Immediately direct all Learners, staff and visitors into the nearest classroom or secure space.
- Do not allow anyone out of the classroom/workshop during a lockdown under any circumstances.
- Doors are locked /shut and objects placed in front of the doors.
- Windows to be closed, lights turned off, blinds drawn, door windows covered if possible. Learners are to sit quietly out of sight (e.g. around a corner and away from windows).
- Tutors should take attendance of learners in each classroom/workshop and prepare a list of missing and extra learners in the room.
- Groups offsite will be informed not to return to site by pastoral team.
- The fire alarm bell will be DISABLED if possible.
- IGNORE any fire alarm activation, as college will not be evacuated using this method.
- DO NOT respond to anyone at the door until “all clear” and code word repeated three times is announced over the radio.
- DO NOT leave the building until you have heard the “all clear” by announcement only.

# Lock Down Plan

## Management and Control

### Nominated person Responsibility

- |                               |   |
|-------------------------------|---|
| • Principal / Designated lead | Initial contact with the emergency services |
| • Site and allocated staff    | Ensure gates and external doors are closed  |
| • SLT members                 | Liaison with parents/carers                 |
| • SLT members                 | Inform outside group if appropriate         |
| • Tutors/Pastoral Staff/ LSPs | Learner support                             |

### Lockdown

- Specified assembly points: Classroom, Offices, Mobiles, Workshops.
- Entry Points – Entry points – all staff to be aware of every external entry point.
- Communication arrangements ·Radio mobile phones, MIS system for parents.

### Lock Down Checklist

- Ensure all learners are inside.
- Secure all entrance points to college.
- Dial 999 for each emergency service that the incident requires (Principal)
- Ensure that staff members take action to increase protection from further danger:
  - Block access points.
  - Sit on the floor, under tables or against the wall.
  - Keep out of sight and draw curtains to avoid detection.
  - Put mobile phones on silent.
  - Turn off lights and computers.
  - Stay away from windows and doors.
- Ensure that all learners and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe.
- Check for missing or injured staff members and learners if it is safe to do so.
- Remain inside the room until all clear signal has been given or unless told to evacuate by the emergency services.