



Department  
for Education



## New Leaf Triangle lockdown procedures

Written by Lorraine Squires Shaw, Director, October 2024  
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There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

|                                      |   |
|--------------------------------------|---|
| Alarm or signal for lockdown shelter | Air horn and shout "Lockdown"                               |
| Signal for stand down / all-clear    | 5 air horn blasts in close succession and shout "All clear" |

### Incident Control Officers & Response Team

| Role                     | Name                       | Emergency Contact Number |
|--------------------------|----------------------------|--------------------------|
| Incident Control Officer | Laura Jackson              | 07889 872021             |
| Deputies                 | Bryony Thurlow             | 07951 103379             |
|                          | Emily Field                | 07934 489323             |
|                          | Kelly Black-Wood (site 2)  | 07467 222166             |
|                          | (Troy Shaw if on site)     | 07714 222109             |
|                          | (Lorraine Shaw if on site) | 07825 653170             |
| Communications Officer   | Lydia Gibson               | 07398 903643             |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building. However New Leaf Triangle is an outdoor learning centre where there are no suitable safe buildings available for lockdown so buildings need to be evacuated. If there is no time to evacuate, staff and students to hide wherever they can and keep quiet.

### Places most suitable for lockdown

No buildings at New Leaf are suitable for lock down so all staff and students to make their way to the woods if at site 1 and go into thick, less easily accessible areas to hide or climb into adjoining fields and hide behind hedges.

At site 2 all staff and students to exit into adjoining fields through the bridlepath or over fences and hide wherever possible.

Staff should try and stay with their 1:1 students where possible.

### Animals, including horses

If there is advance warning of an 'attack', large animals such as pigs, goats and horses should be put out in paddocks, the furthest away from the entrances if there are options. The small animals and poultry should be left where they are, and the site 1 barn should be shut, as they are less obvious targets in their indoor housing.

Staff must follow the instructions of the Incident Control Officer or their deputies who will take a common-sense approach and will tell staff if it is safe to move animals and will allocate appropriate staff to do so. If it is not safe or an attack is imminent, staff should follow the lockdown procedures immediately and leave the animals where they are.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones – switch to silent and keep close on person (All staff have mobile phones)  
Tell students to switch their phones to silent also

### Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

|                          |  |
|--------------------------|--|
| Name of venue            | Transfer from site 1 to site 2 or vice versa. (10 mins walk, 2 min drive)<br>Transfer to R&R Country store, Melton Mowbray if felt it is the safer option and transport is available via staff cars. |
| Type of venue            | Country retail store   |
| Contact name             | Sue Moxon  |
| Contact telephone number | 01664 465000   |

Approximately 5 miles from New Leaf sites, on the outskirts of Melton Mowbray (New Leaf side).

R&R Country store  
Waltham Road  
Thorpe Arnold  
Melton Mowbray  
LE14 4SD

Open 9-5 weekdays and Saturdays

Has a lot of space within the store and a large car park.

### Other useful contacts:

| Name   | Emergency Contact Number  |
|--|---------------------------|
| Kath Carter Business Manager can help with communications to parents | 07598 486302/07597 296826 |
|  |                           |

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| Action Plan  | Completed by<br>(sign and time) |
|--|---------------------------------|
| Sound Alert - Activate lock-down procedures immediately  |                                 |
| Dial 999   |                                 |
| Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)   |                                 |
| All staff and students to make their way to the woods if at site 1 and go into thick inaccessible areas to hide. At site 2 all staff and students to exit into adjoining fields through the bridlepath or over fences. |                                 |
| Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards as it can't be seen by the intruder)  |                                 |
| If possible, check for missing / injured students, staff and visitors  |                                 |
| Stay offsite and remain hidden until an all-clear has been given, or unless told to move by the emergency services   |                                 |