



LOCKDOWN POLICY

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Review Date: September 2023

Next Review Date: September 2024

1. Policy Statement

- 1.1 As part of the Provisions Health and Safety Procedures, REACH Learning Provision also have a Lockdown Policy
- 1.2 On very rare occasions it may be necessary to seal off the Provision building so that it is not able to be entered from the outside
- 1.3 This will ensure that pupils, staff, and visitors are safe in situations where there is a hazard on the building grounds or outside the Provisions in near vicinity.
- 1.4 A Lockdown is implemented when there are serious security risks on the premises due to, e.g., nearby chemical spillage, serious weather conditions, dangerous animal in the proximity of the building or attempted access by unauthorised person's intent on causing harm/violence/damage.

2. Alert for Lockdown

- 2.1 Staff will be notified that lockdown procedures are to immediately take place on hearing 3 sharp whistle blows
- 2.2 Procedures
- 2.3 These signals will activate a process of students being ushered into the school building if outside, as quickly as possible and locking the Provisions office door and all outside doors where it is possible to remain safe
- 2.4 Staff should at this point call 999
- 2.5 At the given signal the students will remain in the room they are in. If the door has a lock, they will proceed to lock the door and use the nearest emergency exit to get out of the building.
- 2.6 Students are to position themselves away from the glass windows in the doors.
- 2.7 Any students or staff not in a room for any reason, will proceed to the nearest occupied room and remain there or exit the building using the emergency exit doors.
- 2.8 NO ONE SHOULD MOVE AROUND THE BUILDING.
- 2.9 Staff are to support students and help them to remain calm and quiet.
- 2.10 Staff and students are to remain in lockdown positions if unable to exit the building.
- 2.11 After the lockdown procedure has ended, staff are to take a register.

3. Staff Roles

- 3.1 Admin ensure that the main office is locked, and police are called.
- 3.2 Senior member of staff locks the main front door if it is safe to do so.
- 3.3 Staff assist in helping students.
- 3.4 Communication with Parents
- 3.5 Parents will be notified as soon as it is practical to do so.
- 3.6 A letter will be sent out to parents after the incident to inform them of the context of the lockdown and to encourage the parent to reinforce with their child on the importance of following procedures in these very rare circumstances.

4. Lockdown Drills

- 4.1 Lockdown drills will take place at 3 times a year to ensure everyone knows exactly what to do in such a situation
- 4.2 Monitoring of practices will take place and debriefed to staff and students so improvements can be made.

Lockdown Emergency Response Quick Reference Flowchart

