



Lockdown Policy

2025 - 2026

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1. Policy Statement

1.1 As part of REACH's Health and Safety procedures, we maintain a Lockdown Policy to safeguard pupils, staff, and visitors in the event of a serious external or internal threat.

1.2 A lockdown may be required where there is a significant security risk, e.g.:

- Chemical spillage nearby
- Severe weather incident
- Dangerous animal in the vicinity
- Attempted unauthorised access with intent to cause harm

1.3 This policy is guided by DfE *Developing Dynamic Lockdown Procedures (2015)* and *Keeping Children Safe in Education (2025)*.

2. Lockdown Alert

2.1 The signal for lockdown is three sharp whistle blows.

2.2 Staff will immediately initiate lockdown procedures.

2.3 999 must be called by the office team or most senior member present.

3. Lockdown Procedures

- Pupils outside are escorted quickly and calmly into the building.
- All external doors are locked where safe to do so.
- Classroom doors are locked if possible; blinds/curtains drawn.
- Pupils and staff move away from windows and doors, keeping out of sight.
- Silence must be maintained.
- Mobile phones set to silent.
- No one should move around the building until the official "all clear" signal is given.
- If anyone is not in a room, they should proceed to the nearest secure room.
- Staff remain with pupils, providing reassurance and keeping calm.
- Once the "all clear" is given, staff take a register and report any concerns.

Important: Lockdown is different from evacuation. Staff should not leave the building unless instructed to evacuate (e.g. fire alarm).

4. Staff Roles

- Admin: lock office, call police, manage internal communications.
- Senior staff: secure main entrance if safe, liaise with emergency services.
- Classroom staff: secure rooms, supervise pupils, keep calm.

5. Communication with Parents

- Parents will be informed as soon as it is safe and practical.
- During a lockdown, parents must not come to the site or attempt to contact students directly, as this could place them at risk.
- A follow-up letter will be sent after the incident explaining the situation.

6. Lockdown Drills

- Drills will take place three times per year.
- After each drill, staff and students will take part in a short debrief to improve practice.
- Lessons learned will be recorded and incorporated into future planning.

Lockdown Emergency Response Quick Reference Flowchart

