



# Lockdown Policy

---

## 1. Purpose and Scope

This Lockdown Policy applies to The Hub Educational Services CIC – Shepshed Branch and covers both Brooklyn Court and The Stables buildings. The purpose of the policy is to ensure the safety and security of students, staff, and visitors in the event of a serious threat or incident occurring on or near the premises that requires everyone to remain inside and secure their locations.

## 2. Definition of Lockdown

A lockdown is the restriction of movement around the school site and the securing of all buildings in response to an identified threat. During a lockdown, all students, staff, and visitors must remain inside, and no one may enter or leave the buildings until the all-clear is given.

## 3. Lockdown Situations

A lockdown may be required in response to situations including, but not limited to: -

An intruder on or near the site

- Civil disturbance or violent incident nearby
- Dangerous animal or environmental hazard in the vicinity
- Police or emergency services activity nearby
- Any situation judged by the Site Manager or emergency services to pose a serious risk to the safety of those on site

#### **4. Activation of Lockdown**

Lockdown will be initiated by repeated sharp whistle blows. This signal indicates that all staff must immediately implement the lockdown procedure. The Site Manager or Fire Marshals may also alert staff verbally if required. All staff must be familiar with the lockdown signal.

#### **5. Roles and Responsibilities**

Responsible Person: Site Manager

Fire Marshals: Louisa Golightly, Emily Neale, Scott Brooks, Vanessa Brooks, Claire Pyper

Site Manager:

- Initiates or authorises lockdown.
- Communicates with emergency services.
- Coordinates information and gives the all-clear.

Fire Marshals:

- Support the lockdown procedure in their areas.
- Assist in securing doors and checking rooms.
- Ensure that students and visitors follow instructions.

All Staff:

- Immediately secure their rooms.
- Supervise students and visitors.
- Remain calm and follow the lockdown procedure until the all-clear is given.

#### **6. Actions During Lockdown**

Upon hearing the lockdown signal (repeated sharp whistle blows):

- Bring students and any nearby persons into the nearest secure room.
- Close and lock doors and windows where possible.
- Turn off lights, close blinds, and keep everyone away from doors and windows.
- Ensure mobile phones are on silent.
- Maintain calm and quiet.
- Do not use telephones or mobile devices unless absolutely necessary.
- Do not open doors for anyone until the all-clear signal is given.
- Take a quick register if safe to do so, and note anyone missing or additional persons present.

## **7. Communication During Lockdown**

Communication during a lockdown will be kept to a minimum to avoid drawing attention. The Site Manager will liaise with emergency services and provide updates where possible. Staff should not make external calls or send messages that could spread misinformation. If it is safe to do so, critical information can be communicated to the Site Manager via pre-agreed methods.

## **8. Ending the Lockdown**

The Site Manager, after consultation with emergency services, will give the all-clear signal verbally to each room or via a pre-agreed method. No person is to leave their secured location until the all-clear has been issued by the Site Manager or emergency services.

## **9. Post-Lockdown Actions**

Following a lockdown, the Site Manager will:

- Check on the welfare of staff, students, and visitors.
- Liaise with emergency services regarding follow-up actions.
- Complete an incident report.
- Review the effectiveness of the lockdown procedure and identify any improvements needed.

## **10. Training, Drills and Review**

All staff will receive training on the lockdown procedure during induction and through annual refresher sessions. Lockdown drills will be conducted at least once per academic year to familiarise staff and students with the procedure. This policy will be reviewed annually or following any lockdown incident or significant change to the site or procedures.

Date of agreement: 20/10/2025

Date for review: 20/10/2026