

## The Hub **Lockdown Procedures Policy**

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A dynamic lockdown is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

It is good practice to consider test the robustness of lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

- Using secured doors at the main entrance to control access to the building
- Ensuring all staff understand the difference between fire alarm and the warning signal for a lockdown.
- Ensuring all doors can be locked quickly and efficiently from inside.

### **Lockdown Procedure**

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to protect themselves and other members of the community. Through the above-mentioned measures, every effort has been made to make the site safe.

The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s/situation on the site with the potential to pose a serious risk to staff and pupils. In order to initiate the lockdown procedure all staff receive an induction and are aware of the signal which will initiate the procedure. All staff carry whistles and sharp blows on the whistle initiate lockdown.

In devising Lockdown systems, it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the premises at the time of the incident and by any additional information we may have. Staff will be alerted to the activation of the lockdown procedure through the lockdown

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whistle. On hearing the whistle, they should either attempt evacuation or lockdown their rooms depending on their location.

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### **Evacuation:**

- If in the outdoor area, staff should evacuate pupils immediately using the fire procedures for their group - the teacher will then take the register as soon as safely possible.

### **Procedures once the children are in the correct location**

- Ensure doors are closed properly to stop access through external doors.
- Secure the windows.
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail or group text.
- Once in lockdown mode, if possible, staff should notify the Directors immediately of any pupils not accounted for via mobile phone/email.
- Staff should encourage the pupils to keep calm.
- The DSL will immediately alert and then maintain communication with the Emergency Services.
- Where possible, the DSL will inform staff (via text/email) of Emergency Service response and advice.
- The only signal for all clear will be verbally from the Directors on site or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded, then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

### **Other emergency procedures:**

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.). The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:

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- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

Once all staff and pupils are safely inside and the site is secured, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

### **Notifying Parents/Carers**

In the event of a full lockdown or other emergency procedure leaders will take advice from the emergency services about when to communicate the situation to parents. The provision will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text once the situation has been explained. Parents will be told that they **MUST NOT** visit the site until the emergency services say it is safe to do so.

### **Training**

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A practice will be held for staff only to ensure they can differentiate between the sound of the fire alarm and the lockdown whistle.

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