

THE HUB EDUCATIONAL SERVICES CIC

LOCKDOWN PROCEDURES POLICY

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Introduction

The Hub Educational Services CIC is committed to ensuring the safety and wellbeing of all pupils, staff, and visitors. A dynamic lockdown is a rapid restriction of access to and egress from the site, or parts of the site, in response to a threat. Lockdown procedures are a vital component of our safeguarding and emergency response framework and are designed to protect individuals from harm during incidents that pose a serious risk.

Lockdown procedures are considered a proportionate and sensible response to incidents such as intruders, violent individuals, or other threats that compromise site security. In line with *Keeping Children Safe in Education (KCSIE 2024–2026)*, schools and alternative provisions must have clear, rehearsed emergency procedures that staff understand and can implement immediately. This policy outlines how lockdowns are initiated, managed, and concluded at The Hub.

Site Security and Preparedness

The Hub maintains secure entry points, including controlled access at the main entrance. Staff are trained to differentiate between the fire alarm and the lockdown signal, ensuring that emergency responses are appropriate to the situation. All internal doors can be locked quickly from the inside, enabling staff to secure rooms without delay.

Lockdown procedures are reviewed regularly, and practice drills are conducted to test their robustness. Staff receive training during induction and annually thereafter, ensuring that everyone understands their role and responsibilities during a lockdown.

Lockdown Procedure

All adults have a duty to protect pupils and respond to emergencies to the best of their ability. Although the site is designed to be safe, circumstances may arise that require immediate action. The lockdown procedure is activated only when site security is breached or when an intruder or threatening situation presents a serious risk.

All staff carry whistles, and sharp blows on the whistle serve as the lockdown signal. When staff hear the whistle, they must immediately decide whether evacuation or lockdown is the safest response, depending on their location and the nature of the threat. Because emergencies are unpredictable, staff must use professional judgement and respond dynamically to the situation.

Evacuation

If staff and pupils are outdoors when the lockdown signal is heard, they must evacuate immediately using the fire procedures for their group. Once safely outside, the teacher will take the register as soon as possible to ensure all pupils are accounted for.

Procedures Once Pupils Are Secured Indoors

Once pupils are in a safe location, staff must ensure that external doors are closed securely to prevent access. Windows should be locked, and blinds or coverings used where appropriate. Staff should prepare to receive instructions by opening email or accessing mobile phones if safe to do so.

If possible, staff notify the Directors immediately of any pupils not accounted for. Staff must encourage pupils to remain calm and quiet. The Designated Safeguarding Lead (DSL) will alert emergency services and maintain communication with them throughout the incident. Where possible, the DSL will update staff via text or email with information about emergency service response and advice.

The lockdown remains in place until the Directors or emergency services give a clear verbal signal that it is safe to stand down. No other signal should be acted upon.

If a staff member discovers a threat before the lockdown signal is activated, they must remove pupils from danger immediately and alert others as quickly as possible. Emergency services should be contacted without delay if the situation warrants it.

Other Emergency Procedures

Some emergencies do not require a dynamic lockdown but still require swift action. These may include civil disturbances in the local community or environmental risks such as smoke plumes or gas clouds. In such cases, staff and pupils must return indoors immediately, and external doors and windows must be secured.

Movement within the building may be permitted depending on the nature of the emergency, but it must be supervised. Senior staff will conduct a dynamic risk

assessment based on emergency service advice and communicate instructions to staff and pupils.

Notifying Parents and Carers

In the event of a full lockdown or other emergency procedure, leaders will take advice from emergency services regarding communication with parents. The Hub will provide reassurance and regular updates via text once the situation has been explained. Parents will be informed that they must not visit the site until emergency services confirm that it is safe to do so. This protects both parents and the integrity of the emergency response.

Training

All staff receive annual training on lockdown procedures, and new staff receive training as part of their induction. Practice drills are conducted to ensure staff can distinguish between the fire alarm and the lockdown whistle and respond appropriately. Training ensures that staff remain confident and prepared to act swiftly in an emergency.

Review

This policy is reviewed annually or sooner if required by changes in statutory guidance, local authority procedures, or site security considerations. The Hub remains committed to maintaining a safe environment through clear, rehearsed, and effective emergency procedures.