THE HUB EDUCATIONAL SERVICES CIC – SHEPShed

LOCKDOWN POLICY

Applies to: Brooklyn Court & The Stables

Date of Agreement: 20 October 2026

Review Date: 20 October 2027

Purpose and Scope

This Lockdown Policy applies to The Hub Educational Services CIC – Shepshed Branch and covers both Brooklyn Court and The Stables buildings. Its purpose is to ensure the safety and security of students, staff, and visitors in the event of a serious threat occurring on or near the premises. The policy provides clear procedures for restricting movement, securing buildings, and maintaining calm and controlled environments until the threat has passed.

The policy reflects the safeguarding expectations set out in *Keeping Children Safe in Education (KCSIE 2024–2026)*, which requires schools and alternative provisions to have robust, rehearsed emergency procedures that staff understand and can implement immediately.

Definition of Lockdown

A lockdown is a rapid restriction of movement around the 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 Site Manager or emergency services give the all-clear. Lockdown procedures are designed to protect individuals from harm and prevent access to areas where danger may be present.

Lockdown Situations

A lockdown may be required in response to a range of situations, including but not limited to:

- An intruder on or near the site
- A violent incident or civil disturbance in the local area
- A 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 those on site

These situations require immediate action to secure the premises and protect pupils and staff.

Activation of Lockdown

Lockdown is initiated by repeated sharp whistle blows. This signal indicates that all staff must immediately implement lockdown procedures. The Site Manager or Fire Marshals may also alert staff verbally if required. All staff must be familiar with the lockdown signal and able to respond without hesitation.

Roles and Responsibilities

Site Manager

The Site Manager is the responsible person for initiating or authorising lockdown. They communicate with emergency services, coordinate information, and give the all-clear once it is safe.

Fire Marshals

Fire Marshals (Louisa Golightly, Emily Neale, Scott Brooks, Vanessa Brooks, Claire Pyper) support lockdown procedures in their designated areas. They assist in securing doors, checking rooms, and ensuring that students and visitors follow instructions.

All Staff

All staff must immediately secure their rooms, supervise students and visitors, remain calm, and follow lockdown procedures until the all-clear is given. Staff must use professional judgement to respond dynamically to the situation.

Actions During Lockdown

Upon hearing the lockdown signal, staff must bring students and any nearby persons into the nearest secure room. Doors and windows should be closed and locked where possible. Lights should be turned off, blinds closed, and everyone kept away from doors and windows.

Mobile phones must be placed on silent. Staff and pupils should remain calm and quiet. Telephones or mobile devices should not be used unless absolutely necessary. Staff must not open doors for anyone until the all-clear is given.

Where safe, staff may take a quick register and note anyone missing or any additional persons present. This information can be communicated to the Site Manager if it is safe to do so.

Communication During Lockdown

Communication during lockdown is kept to a minimum to avoid drawing attention. The Site Manager liaises with emergency services and provides updates where possible. Staff must not make external calls or send messages that could spread misinformation. Critical information may be communicated to the Site Manager using pre-agreed methods if safe.

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 one may leave their secured location until the all-clear has been issued by the Site Manager or emergency services.

Post-Lockdown Actions

After a lockdown, the Site Manager checks on the welfare of staff, students, and visitors. They liaise with emergency services regarding follow-up actions, complete an incident report, and review the effectiveness of the lockdown procedure. Any improvements identified are implemented promptly.

Training, Drills, and Review

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