

LOCKDOWN PROCEDURE

Next Gen
Support
Services

Approved by: Omar Salahuddin **Date:** 08/08/25

Last reviewed on: 08/08/25

Next review due by: 31/08/26

STAFF RESPONSIBILITIES

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY NUMBER	CONTACT
Head of Services	<ul style="list-style-type: none"> • Channel 2 on radio • Code Red • Lock all rooms • Stay under table • Wait in silence until further instructions • Ensure high risk pupils are grouped with a member of staff • Keep to pupil and staff ratio where possible • Stay safe • Call 999 	07307 191 338	
Co-Ordinator	Escort visitors to agreed safe place. Communicate with parents/carers.	07838 951 015	
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	07770 164 633	
Site manager	Make sure all access points are secured.	ASAN – 01902 8777 530	The Chess Centre – 024 7675 7100

SECURITY LOCKDOWN SIGNALS

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell) • Radio code: The Beast has entered • Word of mouth • Staff WhatsApp 	<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell) • Radio code: The Beast has entered • Word of mouth • Staff WhatsApp

SECURITY LOCKDOWN PLAN

<p>Our safe assembly points</p>	<p>Depending on the location of the pupils and staff, they should reside and conceal under the tables in the room or locate themselves with lights off in the room.</p> <p>Where possible locate yourself in the car park of the centre.</p>
<p>Secure entrance and exit points</p>	<ul style="list-style-type: none"> • Lock windows and doors. • Ensure there is vents in the room opened.
<p>Bring pupils inside</p>	<ul style="list-style-type: none"> • Staff to support pupils to remain quiet as possible. • Staff to supervise and guide pupils to the classroom and lock rooms. • Staff to communicate with leadership and management.

<p>Steps to increase protection</p>	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
<p>Internal communication during a lockdown</p>	<p>Radio – Channel 2</p> <p>WhatsApp for staff group</p>
<p>Communication with parents/carers during a lockdown</p>	<p>WhatsApp for Parents</p> <p>Class Dojo</p>
<p>Arrangements for pupils or staff with additional needs</p>	<ul style="list-style-type: none"> • Stay in ratio. • Consider medical and other needs. • Communicate with pupils and staff. • Continue to provide re-assurance, space and time to pupils to process. • Provide clear and broken down instructions.
<p>Lockdown duration</p>	<p>Until a leader has given instructions, stay under lockdown. The leader will have contacted the emergency services and reviewed the situation.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>Staff phones and radios will be used to communicate.</p> <p>In an emergency, locate yourselves, staff and pupils and visitors to the Church opposite the centre.</p>

Security lockdown drills	<p>At the start of each term, we will conduct practice runs.</p> <p>Introduced via: PSHE Sessions Pre-practice.</p>
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LOCKDOWN DRILL ACTION CHECK LIST

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		