

Lockdown Policy

Purpose

The safety and security of students, staff, and visitors at Next Steps Ed is our highest priority. This Lockdown Policy outlines the procedures to be followed in the event of a threat to the safety of individuals within the school environment. It is designed to ensure a swift and coordinated response to minimize risks.

Scope

This policy applies to:

- All staff members
- Students enrolled at Next Steps Ed
- Visitors on-site during a lockdown

Objectives

- To protect all individuals from harm during a lockdown scenario.
- To communicate effectively and promptly during incidents.
- To provide clear instructions to staff, students, and visitors.
- To practice regular drills to ensure preparedness.

Types of Lockdown

1. **Partial Lockdown:** Used in situations where there is a threat near, but not directly on the premises. Movement within the building is restricted, and external access is secured.
2. **Full Lockdown:** Used when an immediate threat is present on or within close proximity to the premises. All movement ceases, and individuals must remain in secured areas.

Lockdown Procedures

Initiating a Lockdown

- Staff will be notified using the phrase: **“LOCKDOWN”** followed by specific instructions if necessary.
- If the threat is external, gates and entrances will be locked immediately.

Staff Responsibilities

- Senior Leadership Team (SLT):

- Assess the situation and liaise with emergency services.
- Communicate updates to staff.

- Teaching and Support Staff:

- Ensure all students in their care are moved to the designated safe area.
- Secure doors and windows and turn off lights.
- Take attendance and report any missing individuals to the SLT immediately.

- Reception Staff:

- Lock all external doors.
- Prevent entry or exit from the building unless instructed by the SLT.
- **Visitors:**
 - Follow the instructions of staff and remain in the designated safe area.

Student Procedures

- Follow staff instructions promptly.
- Remain silent and stay out of sight.
- Avoid using mobile phones unless permitted by staff.

Communication

- Internal communication will be conducted via [e.g., radios, internal messaging systems].
- Parents/guardians and the commissioner will be informed after the lockdown via [text, email, or phone calls] once it is safe to do so.

Ending the Lockdown

- The lockdown will only end when the SLT or emergency services declare the site safe.
- A specific signal (e.g., “ALL CLEAR” via PA system) will be used to indicate the end of the lockdown.

Training and Drills

- All staff will receive annual training on lockdown procedures.
- Lockdown drills will be conducted termly to ensure familiarity and preparedness.

Review and Evaluation

- The Lockdown Policy will be reviewed annually or following any lockdown incident.
- Feedback from staff, students, and parents/guardians will be incorporated to improve procedures.

Key Contacts

- Lockdown Coordinator: Olivia Campbell
- Safeguarding Lead: Mica Smith

This policy is designed to ensure the safety and well-being of everyone at Next Steps Ed during a potentially dangerous situation. By adhering to these guidelines, we aim to maintain a secure and calm environment.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director