

LOCKDOWN POLICY



Review Date: August 2026

Approved by: Executive Baord

Next Review Date: August 2027

Lockdown Guidance & Procedures

Barking Branch - 67-73 Longbridge Road

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in the centre. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to a any number of situations. Situations such as:

- An intruder inside the centre.
- An emergency situation outside the centre that prevents the evacuation of students and staff from the building.
- A warning may be received regarding a risk locally, eg major fire.

There are two main lockdown situations.

1. **Lockdown with warning (Partial Lockdown):** The threat is outside the centre building. In a partial lockdown staff and pupils should remain in the centre and all doors leading outside should be locked. No one should be allowed to enter or leave the grounds; however, teaching and work can continue as usual.

The following procedures should be followed:

- The person receiving the notification must inform the head of centre or Sir Zeeshan (Centre Supervisor) to initiate a partial lockdown by informing the staff.
- The centre supervisor on duty must lock all exterior doors and gate.
- A member of reception staff will check the hallway and toilets.
- Tutors will take a register of students in his/her group. A list of missing and extra students must be handed to the supervisor.
- Consider alerting parents and guardians by WhatsApp message or by text informing them that the centre is in lockdown until further notice. Discourage the parents from coming to the centre until further notice.
- Control all movements, but continue classes.
- Once the threat has subsided, only the head of centre or Sir Zeeshan can announce the “all clear”, Code Green

2. **Lockdown with Intruder (Full Lockdown):** The threat or intruder is inside the centre premises. In the possible event that the centre come under physical attack from any source, a warning will be passed by a LOCKDOWN ALARM sounded around the centre.

Lockdown alarm – (Ring doorbell – stop – ring doorbell - stop) The doorbells are located in reception office and in the conservatory.

The main rule is “**RUN, HIDE, TELL.**”

The following procedures should be followed:

- If you are the (or may be) the first staff member on the scene activate the lockdown alarm. (described previously) Notify the head of centre with details of the threat. In such an emergency situation it is permitted for staff members to use their mobile phones. All further information or instruction should flow from the Head of Centre.
- If you are (or may be) the first pupil on the scene: The rule is “Run, Hide, Tell.” Tell a member of staff as quickly as you can but only if safe to do so.

- Contact emergency services, the police.
- If you are inside the centre, remain inside and hide in the nearest classroom. Turn off the lights.
- Everyone stays in the classroom, and anyone not in a room goes to the nearest room.
- Lock/barricade classroom doors.
- Move students away from doors and windows. Keep all students sitting on the floor, and turn off the lights. Keep all pupils as quiet as possible.
- Keep out of sight.
- Tutors to take a register of students in his/her group. Prepare a list of missing and extra students in the room.
- Tutors should prepare to take the register and list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” message is announced.
- When or if students are advised to move out of the classroom, assist them in moving quietly and quickly as possible. **Stay calm**
- When instructed to move to alternate location - **Frobel House** - use the side gate by the car park to gain access.
- DO NOT stop to collect any personal items.
- DO NOT lock exterior doors
- When safe to do so, the centre supervisor should consider contacting parents and guardians by text or WhatsApp messaging, informing them that the centre lockdown until further notice.
- **Be prepared to ignore any fire alarm activation**, as the centre will not be evacuated using this method.
- When the threat is over/the intruder has left the building, the centre supervisor will announce the “all clear” by relaying the following message. **‘The centre is now all clear, Code Green.** Only move from your safe place on hearing **Code Green.**
- Tutors will have to account for all the students in his/her group.