

## Lockdown Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: AA/WCFo/KAF/CCMC

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
January 2018	January 2019	January 2019	2	January 2020
		October 2019	3	October 2020
		October 2020	4	October 2021
	GRK Review (LF)	January 2021		
	GRW Review (AA)	January 2021		
	GR6 Review (LS)	January 2021		
	Overall Review (JN)	January 2021	5	January 2022
	GRK Review (LF)	January 2022		
	GRW/GR6 Review (BD)	January 2022		
	Overall Review (JN)	January 2022	6	January 2023
	GRK Review (LF)	September 2022		
	GRW Review (AA)	September 2022		
	GR6 Review (BD/LS)	September 2022		
	Overall Review (JN)	September 2022	7	January 2023
	GRW Review (AA)	January 2023		
	GRC Review (BD)	January 2023		
	GRK Review (LF)	January 2023		
	Overall Review (JN)	January 2023	8	January 2024

	GRW Review (CFo)	January 2024	9	
	GRC Review (BD)	January 2024		
	GRK Review (AF)	January 2024		
	Overall Review (JN)	January 2024	10	January 2025
	GRW Review	January 2025		
	GRC Review			
	GRK Review (AF)	January 2025		
	Overall Review			January 2026
	GRC/Swan (CMc)	February 2026		January 2027

This policy has been developed bearing in mind the Counter Terrorism Policing Guidance of Run, Hide, Tell, and the nature of our sites and students. It has been tested against various scenarios to determine the most appropriate response.

**Scope**

Procedures cover each provision premises (including the grounds).

**Purpose**

1. Lockdown procedures should be seen as a sensible and proportionate response to ensure the safety and well being of all staff, students, volunteers and other persons who are on the property if an external or internal incident has the potential to pose a threat to the safety of staff and students in the provision.
2. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.
3. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community **including by a student** (with the potential to pose a risk to staff and students in the provision)
- An intruder on the provision site (with the potential to pose a risk to staff and students).
- Act of terrorism or weapons attack
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the provision.
- Assault on staff or students
- Each person’s primary responsibility in the event of a lockdown being announced is to their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these procedures or save the lives of others.

National Emergency Alerts System: should staff receive an alert from the National Emergency Alert system there will be instruction on what to do delivered by the emergency services. The Head of Provision will confirm the course of action and staff should follow that direction which may include either to lockdown or evacuate depending on the situation at hand. If a lockdown or an evacuation is required it will be conducted to our Lockdown Policy or our Fire Safety Policy.

## Key Personnel

**The Lockdown Manager** is the key person. This is the Head. If the Head is not available, a member of the Senior Leadership Team. Admin staff not involved in the lockdown (across the provision sites) will register students, staff, visitors and relevant animals to ensure everyone is accounted for. The Lockdown Manager to be advised of any missing people/animals immediately. If the incident involves a student, the Lockdown Manager should request the assistance of another staff member. Staff members should not be alone with students causing the lockdown situation.

## Lockdown Procedure

The Green Room Foundation has two types of lockdown; 'partial' and 'full'.

**Please remember our GUIDING PRINCIPLE**

**Keep students/staff/visitors/animals safe:**

EITHER

**REMOVE THE THREAT**

& /OR

**REMOVE THE PEOPLE/ANIMALS**

## Partial Lockdown

A partial lockdown allows for staff and students to remain in the provision building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be as a result of a reported incident / disturbance in the local community including by a student with the potential to pose a risk to staff and students in the provision. A partial lockdown may also be used to isolate particular sections of the provision in order to address inappropriate or disruptive behaviour. Finally, it may be used as a result of a warning being received regarding the risk of air pollution, etc. The process is as follows:

1. Alert to staff by staff member who comes across the incident via the relevant EMERGENCY LOCKDOWN Google Chat room (either GRW, GRK or GRC) and Radios if used: 'PARTIAL LOCKDOWN, LOCATION, STUDENT'S INITIALS' and SITUATION.

GRK & GRPK: staff will be alerted of a partial lockdown via radio announcing "All staff - AMBER ALERT - check the Chat". GRK office staff have a radio each and visitors working on their own with students have a radio allocated to them.

GRC: Additional alert is added to the Swan site security WhatsApp so all staff and volunteers are informed. When sending messages staff christian name to be in full (not initials) and students initials.

2. All staff and students remain or go to their nearest location/building and lock external doors and windows and draw blinds. Nearest staff to lock doors and windows and close blinds in empty rooms when safe to do so. (Doors without locks can use a wedge from the inside.)

3. Lockdown Manager identifies themselves on the Chat and takes control of the situation.

4. As the principal method of communication is Google Chat, all non-lockdown Chat discussions cease during a lockdown.

5. All other staff respond immediately by identifying their location and the students and other staff or visitors with them. For example: Group B in Room 2, AB, BC, CD present with staff X and Y.

6. Nominated staff member to document this and liaise with Lockdown Manager as to location of all students, staff and visitors.

7. Staff to monitor Google Chat and stay in contact throughout.

8. The Lockdown Manager needs to alert and communicate with the emergency services if necessary.

9. **GRK & GRPK:** All outside activity to cease immediately, students, staff and visitors to return to building if instructed to do so:

If there is a group in the utility room (portacabin) or arctic cabin they are to, when Lockdown Manager says it is safe to do so, move to the bungalow or The Blaber Building.

In any outdoor lessons: stay where their lesson is if an incident is around the main provision or yard and move to a different location when the Lockdown Manager says it is safe to do so.

If working with animals, one staff member to lead the animals to a safe place, the other staff member to lead the students to a safe place as directed by the Lockdown Manager.

**GRW, GRC (The Swan) & 104 Maidenhead Road** Students, staff and visitors are to make their way to the closest designated lockdown room and wait to follow instructions from the Lockdown Manager.

10. Free movement may be permitted within the building depending upon circumstances and students should be encouraged to remain calm.

11. In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

12. Use anything to hand to seal up cracks around doors and any vents into the room.

13. As advised by the Lockdown Manager, parents may be notified - see Communication with Parents section.

14. The Lockdown Manager will manage the event with updates and advise when it is over. The aim is to remove the threat from the area where possible i.e. escorting a student away from premises and arranging for the student to be taken home.

A 'partial lockdown' may be a precautionary measure, but puts the provision in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

### Full Lockdown

This signifies an immediate threat to the provision and may be an escalation of a partial lockdown. The aim of a full lockdown is for the provision and its rooms to appear empty. The process is as follows:

1. Alert to staff by Lockdown Manager via relevant Google Chat (LOCKDOWN EMERGENCY): 'FULL LOCKDOWN' GRC: staff will be alerted of a full lockdown via radio announcing "All staff - RED - check the Chat". SWAN: Additional alert is added to the Swan site security WhatsApp so all staff and volunteers are informed. GRK & GRPK: staff will be alerted of a full lockdown via radio announcing "All staff - RED ALERT - check the Chat". GRK office staff have a radio each and visitors working on their own with students have a radio allocated to them.
2. All staff and students remain or go to their nearest location/building and lock external doors and windows and draw blinds. Nearest staff to lock doors and windows and close blinds in empty rooms when safe to do so. (Doors without locks can use a wedge from the inside.)
3. Lockdown Manager identifies themselves on the Google Chat and takes control of the situation.
4. As the principal method of communication is Google Chat, all non-lockdown Chat discussion to cease during a lockdown.
5. All other staff to respond immediately by identifying their location and the students, other staff, visitors and volunteers with them. For example: Group B in Room 2, AB, BC, CD with staff X and Y.
6. Nominated staff member to document this and liaise with Lockdown Manager as to the location of all students, staff, visitors and volunteers.

7. Provision Manager or designated person to divert phones to another site. The Provision Manager or designated person of the other site will take messages and put any relevant ones on the Chat.

8. The Provision Manager or designated person of the other site will alert taxis if required.

9. Staff to monitor Chat and stay in contact throughout.

10. The Lockdown Manager to alert and communicate with the emergency services if necessary.

11. **GRK:** All outside activity to cease immediately, students, staff and visitors to return to buildings if instructed to do so:

If there is a group in the GRK utility room (portacabin) or arctic cabin they are to, when Lockdown Manager says it is safe to do so, move to the bungalow or The Blaber Building.

In any outdoor lessons: stay where their lesson is if the incident is around the main provision and move to a different location when the Lockdown Manager says it is safe to do so.

If working with animals, one staff member to lead the animals to a safe place, the other staff member to lead the students to a safe place as directed by the Lockdown Manager.

12. **GRPK:** All outside activity to cease immediately, students, staff and visitors to return to the yard if instructed to do so:

In any offsite lessons: stay where their lesson is if incident is around the main provision or yard and move to a different location when the Lockdown Manager says it is safe to do so.

If working with animals, one staff member to lead the animals to a safe place, the other staff member to lead the students to a safe place as directed by the Lockdown Manager.

**GRW & GRC (The Swan) & 104 Maidenhead Road** Students, staff and visitors are to make their way to the closest designated lockdown room, cover windows and lock/wedge doors and wait to follow instructions from the Lockdown Manager.

13. Students should be encouraged to remain calm.

14. Students/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).

15. Any staff or students working in the kitchen are to move out of sight and into the dry store as quickly and safely as possible.

16. Lights, chromebooks, iPads, computers and radios turned off.

17. Mobile phones turned to silent so they cannot give away your position but still be used for Chat to communicate with staff/ emergency services. Turn off phones if the light causes a safety issue.

18. As advised by the Lockdown Manager, parents should be notified as soon as it is practicable to do so via text - see Communication with Parents section.

19. Students must not be released to parents during a lockdown.

20. If it is necessary to evacuate the building, the Lockdown Manager will advise. The predetermined end point of safety for provisions is as follows:

GRW/GRC/104 - Windsor Leisure Centre Car Park  
GRK & GRPK - Kingsley Village Hall

21. The Lockdown Manager or Emergency Services will manage the event with updates and advise when it is over.

### Communication between parents and the provision

In the event of a lockdown, any incident or development is communicated to parents as determined by the Lockdown Manager. Parents' concerns will be alleviated by regular communication of accurate information. This will be done by the Provision Manager or designated staff member of the alternate provision, who is a member of the Emergency Chat for each provision.

Parents will be given enough information about what is happening so that they:

- Are reassured that the provision understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the provision. Calling the provision could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the provision. They could interfere with emergency support provider's access to the provision and may even put themselves and others in danger.
- Wait for the provision to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond provision hours.
- Should parents present at the provision during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

### Communication between the Provision and Taxis

In the event of a lockdown, any incident or development is communicated to taxis as determined by the Lockdown Manager. Taxi providers will receive accurate instructions. The Provision Manager or designated person from the alternate site will call taxi providers with instructions.

## Emergency Services

Lines of communication will be kept open with Emergency Services as they are best placed to offer advice as a situation unfolds. The provision site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Lockdown Manager with regard to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to coordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

## Staff Training and Drills

A lockdown drill is undertaken at least once a term and at other times if the Head of Provision or nominated deputy deems it necessary and staff training is undertaken and understanding is checked as part of these drills. Staff are thoroughly debriefed to monitor the effectiveness of our arrangements. A group of staff are trained to be the nominated person should the provision managers be unavailable. (Please see Lockdown Drill Form and Training Register in the Fire Folder. Parents are notified of our lockdown policy as it is available on our website.

## Review

All lockdowns will be reviewed by a member of the ELT/SLT not involved in the lockdown to ensure procedures are as effective as possible. Procedure documents should be amended to take recommendations into account.

Technical Notes:

EMERGENCY CHAT group consists of ELT, relevant SLT, Provision Manager and designated staff members.

First text message to parents should read:

We are experiencing a lockdown at the provision today due to an unforeseen incident. We want to reassure you that we understand how concerning this is for you and we are doing everything we can to ensure your child's safety. We will keep you informed at regular intervals as the situation progresses and we will issue a report into the incident after a review. To help us manage the situation please do not call the provision, as we need to keep communication lines open, and do not come to the provision unless you receive specific instructions to do so at a

later time. Please do not call your child's phone as they are all locked away during the provision day. We will be in touch shortly. Thank you for your patience and support.

This policy is approved by the CEO of The Green Room Foundation

Date \_\_\_\_\_

CEO \_\_\_\_\_