LOCKDOWN PROCEDURE

Policy implemented:	September 2024
Last reviewed:	September 2026
Next review due:	September 2027

EQUALITY AND DIVERSITY STATEMENT

Salutem Care & Education is committed to the fair and equitable treatment of all individuals in accordance with the Equality Act 2010. An Equality Impact Assessment has been completed for this policy to ensure it can be applied consistently and without discrimination. All individuals will be treated with dignity and respect at all times.

This procedure falls under the Lockdown Policy. Please refer to the main policy document for the principles, and associated materials. This procedure explains how to implement the procedure consistently across all Salutem Care & Education locations, including what to do, how to do it, and who is responsible.

It must be followed by all colleagues (including agency staff, volunteers and contractors) and read alongside the Parent Policy, related guidance, and relevant regulatory/organisational requirements. Non-compliance may put safety, quality or compliance at risk and may lead to management action.

Procedures are reviewed every two years; if a review is delayed, the current version remains in force until approved by the Procedure Sponsor. This procedure must be shared with all colleagues, supported by training as agreed by the Senior Leadership Team, with input from the people we support. The controlled version is on BLINK; printed/downloaded copies are uncontrolled and may be out of date

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

1. Summary

This procedure explains the actions required to prepare for, respond to, manage and recover from a lockdown incident across all Beaumont College locations.

The procedure aims to ensure the safety and wellbeing of learners, staff, visitors and contractors by providing clear instructions for responding to security-related incidents that may require lockdown, invacuation or evacuation.

Who must follow this procedure:

- All Beaumont College staff.
- Agency staff.
- Volunteers.
- Contractors working on site.
- Visitors when directed by staff.

When this procedure applies (triggers):

This procedure applies when there is an actual or suspected threat to the safety of learners, staff, visitors or the wider college community, including:

- Suspected terrorism.
- Serious violence.
- Weapons incidents.
- An intruder on site.
- Civil disturbance.
- Environmental hazards.
- Dangerous animals.
- Major incidents in the local community.

What is included:

- Security awareness.
- Lockdown arrangements.
- Immediate response actions.
- Communication processes.
- Emergency response.
- Recovery arrangements.

What is excluded:

- Fire evacuation procedures.

- Routine health and safety incidents.
- Incident management arrangements covered by other specialist procedures

2. Document Control

Initial purpose and scope of the new policy agreed by:	Julia Parks, Assistant Principal
Sponsor Technical review carried out:	Leanne Hornby Assistant Principal
Final Information Governance quality check carried out:	Aaron Churchyard, Quality Manager
Date implemented:	September 2024
Version Number:	3.0
Date of the next review:	September 2027
Department responsible:	Beaumont College
Job Title of Lead Person:	Assistant Principal
Author / Main Contact, including their job title (if different from above):	

3. Contents

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4. Definitions

Lockdown

A procedure used to secure an area or building and restrict movement to protect people from an immediate threat.

Partial Lockdown

A precautionary measure implemented when there is a potential risk requiring increased security controls.

Invacuation

The movement of people from outside areas into designated protected spaces within a building.

Evacuation

The movement of people away from an area of danger to a place of safety.

Security Lead

The designated individual responsible for security preparedness and protective security arrangements.

Incident Lead

The person responsible for coordinating the response during an incident.

PEEP

Personal Emergency Evacuation Plan.

5. Required Resources

Systems

- College communication systems.
- Telephone systems.
- Emergency contact records.

Forms / Templates

- Incident Report Form.
- Lockdown Debrief Form.
- PEEP Documentation.
- Site Risk Assessments.

Equipment

- Lockdown alarm system.
- Emergency grab kits.
- Mobile phones or communication devices.
- Learner communication resources.
- Visual supports.
- Medication information.
- First aid resources.

6. Roles & Responsibilities

Principal

- Has overall accountability for lockdown preparedness.
- Provides strategic oversight following significant incidents.

Security Lead

- Maintains location-specific lockdown arrangements.
- Coordinates drills and preparedness activities.
- Reviews security risks and procedures.

Incident Lead

- Activates lockdown procedures.
- Coordinates the emergency response.
- Liaises with emergency services.
- Provides instructions to staff.

Managers

- Ensure staff understand this procedure.
- Ensure local learners are familiar with arrangements.
- Support drills and training.

All Staff

- Remain vigilant.
- Follow this procedure.
- Participate in training and drills.
- Support learners during incidents.
- Report concerns immediately.

Each Beaumont College location will maintain an up-to-date record of Security Leads and Deputy Security Leads, which will be communicated to staff and reviewed annually.

Section A: SECURITY AWARENESS AND PREVENTION

A.1 Security Awareness

All staff must contribute to a positive security culture and remain alert to suspicious behaviour, items, vehicles or activity.

Staff should adopt the "See, Check, Notify" approach.

A.2 SEE

Remain alert to:

- Suspicious behaviour.
- Unusual photography.
- Unattended bags or packages.
- Unknown individuals in restricted areas.
- Suspicious vehicles.
- Attempts to access secure areas.

A.3 CHECK

Where safe to do so, staff should use the "Power of Hello" by politely engaging with an unfamiliar individual to establish their purpose for being on site.

A.4 NOTIFY

If concerns remain:

- Inform the Security Lead immediately.
- Contact emergency services if there is immediate risk.
- Follow safeguarding reporting procedures where appropriate.

Section B: LOCKDOWN ACTIVATION

B.1 When Lockdown May Be Activated

Lockdown may be initiated where there is:

- A suspected terrorist threat.
- A firearms or weapons incident.
- A serious violent incident.
- An intruder posing a risk.

- A major environmental hazard.
- Significant criminal activity near the site.
- Any situation where remaining inside a secure location is safest.

B.2 Authorisation

Lockdown may be activated by:

- Incident Lead.
- Security Lead.
- Principal.
- Senior Leader.
- Emergency Services.

Where immediate action is required, any member of staff may take reasonable steps to secure learners and summon assistance.

Lockdown Signal

Staff will be alerted to the activation of lockdown through the locally agreed lockdown alert system. Each Beaumont College site must ensure staff, learners and visitors are familiar with the lockdown signal and associated actions.

Where local arrangements differ, site-specific guidance will be maintained and communicated to staff.

Section C: IMMEDIATE RESPONSE ACTIONS

C.1 Immediate Actions

Upon activation of lockdown:

Staff must:

1. Remain calm.
2. Stop all activities immediately.
3. Reassure learners.
4. Follow instructions from the Incident Lead.
5. Secure doors and windows where possible.
6. Close blinds or curtains where available.

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7. Move learners away from doors and windows.
8. Maintain silence and minimise noise.
9. Take registers where safe to do so.
10. Silence mobile phones where possible.
11. Prevent movement between rooms unless instructed.
12. Avoid opening doors until authorised.
13. Report any missing learner, visitor or colleague immediately
14. Await further instruction.

Learners must:

1. Follow staff instructions immediately.
2. Remain calm and quiet.
3. Stay in designated safe areas.
4. Refrain from using mobile phones unless instructed.

Section D: MANAGING LEARNERS OUTSIDE

D.1 Learners Outside Buildings

Where safe:

- Learners and staff should immediately enter the nearest secure building.

Where entry to the building is unsafe:

- Staff should direct learners to a predetermined place of safety.
- Emergency services should be informed.
- Staff should remain with learners wherever possible.

D.2 Community and Outreach Activities

For learners attending community locations:

- Staff will undertake a dynamic risk assessment.
- Learners should be moved to the safest available location.
- Managers and emergency services must be informed as appropriate.

Section E: ACTIONS DURING LOCKDOWN

E.1 Securing the Area

Staff should:

- Lock doors where possible.
- Block entrances if necessary and safe.
- Switch off lights where appropriate.
- Close blinds and curtains.
- Keep rooms quiet.

E.2 Accounting for Individuals

Staff should:

- Complete a register.
- Record any missing learners.
- Report concerns to the Incident Lead immediately.

E.3 Visitors and Contractors

Visitors and contractors must follow staff instructions and remain in designated safe areas until the incident is resolved.

E.4 Learners with Additional Needs

Staff must follow existing support plans and PEEPs.

Reasonable adjustments should be implemented to support:

- Learners with SEND.
- Learners experiencing anxiety.
- Learners requiring communication support.
- Learners requiring mobility assistance.

Where learners require emergency medication, staff must consider individual medical needs and follow healthcare plans alongside lockdown requirements where safe to do so.

Section F: COMMUNICATION ARRANGEMENTS

F.1 Emergency Services

The Incident Lead will establish communication with appropriate emergency services as soon as practicable.

Information provided should include:

- Nature of incident.
- Location.
- Number of people involved.
- Immediate risks.
- Actions already taken.

F.2 Communication with Parents and Carers

Parents and carers will be informed as soon as reasonably practicable.

To support emergency operations, parents and carers may be instructed:

- Not to attend the College.
- Not to telephone the College.
- To await further updates.

Example Emergency Message
"The College is currently managing a lockdown situation. Learners and staff are safe, and appropriate procedures are being followed. Please do not attend or contact the College at this time. Further updates will be provided when available."

F.3 Media Enquiries
All media enquiries must be referred to senior leaders in accordance with organisational procedures.

Section G: STANDING DOWN LOCKDOWN

G.1 Authority to Stand Down

Lockdown may only be lifted by:

- Emergency Services.
- Incident Lead.
- Principal.
- Senior Leadership Team.

G.2 Returning to Normal Operations

Before normal activities resume:

- Safety must be confirmed.
- Staff and learners must be informed.
- Welfare checks must be completed.
- Any missing persons must be accounted for.

Section H: POST INCIDENT RECOVERY

H.1 Immediate Welfare Support
Following an incident the College will provide appropriate support for:

- Learners.
- Staff.
- Families.

Support may include:

- Safeguarding intervention.
- Mental health support.
- Signposting services.
- Additional pastoral support.

H.2 Debrief
A formal debrief must be completed following:

- Any actual lockdown.
- Any significant security incident.

- Any lockdown drill where improvements are identified.

H.3 Lessons Learned

Findings from the debrief process will be used to:

- Update procedures.
- Review risk assessments.
- Improve training.
- Improve future responses.

7. Escalation & Reporting

Internal Escalation

- Incident Lead.
- Security Lead.
- Principal.
- Senior Leadership Team.

Emergency Services

- 999 where there is immediate danger or threat to life.

Safeguarding

Any safeguarding concerns identified during or following an incident must be reported to the Designated Safeguarding Lead in accordance with safeguarding procedures.

Communication Requirements

The following may require communication:

- Staff.
- Learners.
- Parents and carers.
- Emergency services.
- Local authorities.
- Commissioners where appropriate.

All communications must be accurate, proportionate and recorded.

Record Keeping & Documentation

The following must be retained:

- Incident records.
- Registers.
- Emergency service communications.
- Debrief records.
- Lessons learned documentation.
- Training records.
- Drill records.

Records must be completed promptly, factually and stored in accordance with data protection requirements.

Related Documents

- Lockdown Policy
- Safeguarding Policy
- Prevent Policy
- Prevent Risk Assessment
- Business Continuity Plan
- Critical Incident Management Plan
- Fire Safety Policy
- Health and Safety Policy
- PEEP Procedures
- Site Risk Assessments

Version Control

Version Number	Date	Author	Summary of Changes	Approved By
V1	September 2024	Julia Parks	New policy	Craig Harris
V2.0	January 2026	Lauren Hill	Reviewed	Aaron Churchyard
V3.0	September 2026	Leanne Hornby	Transferred to 2026 procedure template.	Aaron Churchyard

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			Updated structure, numbering and governance arrangements. Added definitions, responsibilities, monitoring and current DfE protective security requirements. No substantive changes to operational lockdown procedures.	

Appendices

- Appendix A: Immediate Lockdown Actions
- Appendix B: Security Incident Decision Process
- Appendix C: Staff Emergency Actions Checklist

Appendix A: Immediate Lockdown Actions

1. Remain calm and reassure learners.
2. Stop all activities immediately.
3. Bring learners indoors if safe to do so.
4. Secure doors and windows.
5. Close blinds and reduce visibility.
6. Move away from doors and windows.
7. Account for all learners, staff and visitors.
8. Report missing persons to the Incident Lead.
9. Maintain silence and await instructions.

10. Follow directions from Emergency Services and the Incident Lead.
11. Participate in welfare checks and debrief following stand-down.

Appendix B: Security Incident Decision Process

1. Suspicious person, vehicle, package or activity identified.
2. Observe and assess the concern.
3. Challenge safely where appropriate.
4. Report concerns to the Security Lead or Incident Lead.
5. Immediate threat?
    - Yes → Call 999 and initiate emergency response.
    - No → Continue dynamic risk assessment.
6. Incident Lead determines response:
    - Monitor.
    - Lockdown.
    - Invacuation.
    - Evacuation.
7. Inform parents/carers as appropriate.
8. Resolve incident.
9. Complete debrief and lessons learned.

Appendix C: Staff Emergency Actions Checklist

LOCKDOWN: STAFF ACTIONS

R - Remain Calm

- Reassure learners.
- Follow instructions.

E - Ensure Safety

- Stop activities.
- Bring learners inside if safe.

S - Secure the Area

- Lock doors and windows.
- Close blinds where possible.

P - Position Learners Safely

- Move away from windows and doors.

- Keep learners quiet.

O - Observe and Account

- Take a register.
- Identify any missing persons.

N - Notify

- Inform Incident Lead of concerns.
- Contact Emergency Services if required.

D - Do Not Open Doors

- Only open when authorised by Emergency Services or Incident Lead.