



Alpha Training and Hawthorn Farm  
Lock down Policy

Date of authorisation: August 2020  
Author / Reviewer responsible: HAYLEY BODEN  
Reviewed by: MICHELLE HOWDLE  
Last amended: August 2019  
Date of next review: August 2020

### **Rationale**

As part of our Safeguarding and Health & Safety policies and procedures the academy has implemented a lock down policy.

On the rare occasions it may be necessary to seal off the academy so that it is not possible to enter the interior. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the academy grounds or outside the academy in the near vicinity.

A lock down is executed when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorised persons intent in causing harm/damage.

### Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately- by shouting "LOCKDOWN"

### Procedures:

Follow the CLOSE procedure

- Close all windows and doors
- Lock up
- Out of sight & minimise movement
- Stay silent and avoid drawing attention
- Be aware you may be in lock down for some time.

For any staff and pupils who are working in the grounds, they will be notified through radio and they will proceed immediately back to the classroom.

The process will be activated and the children will be ushered into the building as quickly as possible and the outer doors locked.

At the salon location the shutters will be brought down from the inside so that no one can enter from the outside.

Depending on the nature of the lock down, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. The children need to be positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off.

Children or staff not in class for any reason will proceed back to the class as soon as possible if safe to do so. If practicable staff should notify the Admin team if any children are not accounted for.



Alpha Training and Hawthorn Farm  
Lock down Policy

**NO ONE SHOULD MOVE ABOUT THE ACADEMY**

Staff need to support the children to keep them calm and quiet.

Staff will remain in lock down until informed by key staff in person that there is an all clear. The sign will be “ALL CLEAR”

**Staff Roles:**

Academy administrators need to ensure that the office and student doors are locked and police called if necessary.

**Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via text message. Parents will be told...

***“Alpha Training is in a full lock down situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out”***

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the academy as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call the academy as this may tie up emergency lines.

If the end of the is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Lock Down Drills**

Lock Down practices will take place at least once a year to ensure everyone know exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

**Review**

This policy and procedures will be reviewed annually as part of the Alpha Training’s Health & Safety procedures.