



Trust Education Group Ltd

Lockdown and Emergency Response Procedure



Purpose and Scope

Trust-Education Group Ltd is committed to providing a safe, secure, and supportive environment for all pupils, staff, contractors, and visitors. Everyone on site has the right to feel protected from harm and confident that robust procedures are in place to respond effectively to emergencies.

In response to increasing safeguarding concerns, active-harm incidents, and evolving security risks across the UK, Trust-Education Group Ltd maintains a comprehensive lockdown procedure as part of its wider Emergency Operations Plan (EOP). Lockdown routines are practised regularly to ensure familiarity, confidence, and calm decision-making among staff and pupils.

This procedure applies whenever Trust-Education Group Ltd premises are occupied, including during the school day, before- and after-school provision, extracurricular activities, events, and holiday use of buildings.

Policy Principles

Lockdown arrangements form a critical element of Trust-Education group Ltd safeguarding, health and safety, and emergency preparedness responsibilities and align with current UK Government guidance.

The policy is underpinned by the following principles:

- Preparedness through planning, training, and risk assessment
- Clear, calm, and consistent communication
- Rapid and proportionate response to threats
- Protection of life as the highest priority
- Consideration of emotional wellbeing during and after incidents
- Continuous improvement through evaluation and review

Regular drills, staff training, pupil awareness, and transparent communication with parents and carers support a strong safeguarding culture without causing unnecessary anxiety.

Definitions and Terminology

Lockdown

A security procedure implemented when an actual or potential threat poses a risk to

the safety of individuals on site. Movement is restricted and individuals remain within secure areas until the threat is resolved.

Soft Lockdown

A precautionary response used where a threat is external, developing, or indirect. The school site is secured, access is restricted, and vigilance is increased, while learning may continue in a controlled manner.

Hard Lockdown

An emergency response to an immediate or on-site threat. All doors are locked, individuals remain silent and out of sight, and no movement occurs unless directed by senior leadership or emergency services.

Circumstances for Activating Lockdown

A lockdown may be initiated in response to situations including, but not limited to:

- An intruder, unauthorised person, or suspicious behaviour on site
- A weapon, credible threat of violence, or active harm incident
- Police or emergency service activity in the local area
- Violent or aggressive behaviour within or near the school
- Dangerous animals on school grounds
- Civil unrest or community disorder
- Severe weather or environmental hazards
- Structural or building safety concerns
- Serious cyber incidents or communications failures affecting safeguarding or site security systems

Any member of staff who identifies an imminent risk has the authority to initiate a lockdown using agreed communication systems. Senior leadership will confirm, coordinate, and manage the response.

Roles and Responsibilities

Senior leaders (Katie Everson and Melissa Wainman) are responsible for maintaining and reviewing the lockdown procedure and Emergency Operations Plan. They conduct site-specific risk assessments, ensure training and drills take place, liaise with police, local authorities, and emergency services, manage communications, and oversee post-incident debriefs and wellbeing support.

All Staff

Staff must follow lockdown instructions immediately and without delay. Responsibilities include securing rooms, accounting for pupils where safe, maintaining calm, reassuring pupils, and reporting concerns through agreed channels when safe to do so.

Pupils and Students

Pupils are expected to follow staff instructions promptly and calmly, move to safe areas, remain quiet and out of sight, and wait for the all-clear from authorised staff.

Parents and Carers

Parents and carers support lockdown procedures by reinforcing their importance. During a real lockdown, parents must not attend the school site or contact pupils directly. Communication will be issued by Trust-Education Group Ltd when safe and appropriate.

Standard Lockdown Procedure

When a threat is identified, staff use the internal radio or communication system to alert senior leadership. A distinct coded message is issued to signal lockdown.

All access points are secured. External and internal doors are locked, windows secured where possible, blinds or curtains closed, and lights turned off where appropriate. Pupils and staff move to designated safe locations away from doors and windows.

Staff supervise pupils calmly and quietly. Silence is maintained and movement avoided unless essential for safety. Senior leadership coordinates with emergency services and follows their instructions.

The lockdown remains in place until an authorised all-clear signal is issued by senior leadership. Following this, staff guide pupils back to routine activities in a controlled manner and complete incident records.

Soft and Hard Lockdowns

A soft lockdown is used for potential or off-site threats. The perimeter is secured, movement is restricted, and vigilance increased. Teaching may continue within classrooms, with movement only permitted with senior leadership approval.

A hard lockdown is used for immediate or on-site threats. No movement is permitted, individuals remain silent and out of sight, and communication is limited to essential safeguarding or emergency contact. Emergency services assume control upon arrival.

Drills, Testing, and Evaluation

Trust-Education Group Ltd conducts regular lockdown drills to ensure readiness and confidence. At least one full lockdown drill is carried out each academic term, alongside an annual staff-only scenario-based exercise. A whole-school simulation is incorporated into the annual Emergency Operations Plan review.

Drills test communication systems, staff response times, secure-room protocols, and arrangements for pupils with SEND or additional vulnerabilities. Each drill is recorded, evaluated, and reviewed, with outcomes used to strengthen practice.

Training and Awareness

All new staff receive lockdown training during induction. Annual refresher training is provided for all staff.

Pupils receive age-appropriate explanations of lockdown procedures designed to inform without causing fear. Parents and carers receive advance notice of drills and regular reminders about safety arrangements.

Individual planning and reasonable adjustments are made for pupils who require additional support during emergency situations.

Communication and Emotional Support

During a real lockdown, communication with parents and carers is managed carefully and only when safe, following guidance from emergency services where applicable.

After any lockdown incident or drill, emotional wellbeing is prioritised. Pupils and staff have access to pastoral support, and external services are engaged where required. Formal debriefs are provided to staff, governors, and where appropriate parents and carers.

Review and Governance

This procedure is reviewed annually or sooner following a lockdown event, drill evaluation, changes in government guidance, or significant changes to site layout or risk profile.

Reviews are conducted by Katie Everson (Designated Safeguarding Lead) and Melissa Wainman (Deputy DSL). Updated procedures are communicated to staff and governing bodies.

Related Legislation, Inspection Frameworks and Statutory Guidance

This procedure aligns with relevant UK legislation, statutory duties, inspection frameworks, and national guidance for education settings.

Department for Education Guidance

- *School and College Security*
- *Protective Security and Preparedness for Education Settings*
- *Keeping Children Safe in Education*
- *Emergency Planning and Response for Education Settings*
- *Behaviour in Schools* guidance

Ofsted Frameworks and Guidance

- *Education Inspection Framework*
- *Inspecting Safeguarding in Early Years, Education and Skills Settings*

Lockdown procedures support inspection judgements relating to safeguarding effectiveness, leadership and management, behaviour and attitudes, personal development, and health and safety.

Health and Safety Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations

Safeguarding Legislation

- Children Act 1989 and 2004
- Education Act 2002
- *Working Together to Safeguard Children*

Counter-Terrorism and Protective Security

- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- National Counter Terrorism Security Office guidance
- Protect Duty (Martyn's Law – where applicable)

Equality and Inclusion

- Equality Act 2010
- SEND Code of Practice

Data Protection

- UK GDPR
- Data Protection Act 2018

Inspection Assurance Statement

Trust-Education Group Ltd recognises that effective lockdown planning, training, and review are core elements of a strong safeguarding culture. Regular drills, clear procedures, and leadership oversight demonstrate proactive risk management and a commitment to pupil and staff welfare, in line with expectations of Ofsted and the Department for Education.

Policy Lead	Melissa Wainman Director of Education
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