



TRUST EDUCATION GROUP

Trust Education Group Ltd

Lockdown and Emergency Response Procedure

Introduction

Trust-Education Group Ltd is committed to providing a safe, secure and supportive environment in which every pupil, member of staff, visitor, volunteer and contractor is protected from foreseeable harm. The safety and wellbeing of everyone on the school site is central to the school's safeguarding culture and underpins all aspects of leadership, teaching, learning and daily practice.

As an independent specialist school providing education for pupils with Social, Emotional and Mental Health (SEMH) needs, the school recognises that effective emergency planning requires careful consideration of both physical safety and emotional wellbeing. Many pupils attending the school have experienced trauma, adverse childhood experiences, disrupted education or heightened anxiety. Emergency procedures must therefore be implemented in a manner that protects life while remaining calm, consistent and trauma informed.

This Lockdown and Emergency Response Procedure forms part of the school's wider safeguarding, health and safety and emergency planning arrangements. It establishes clear guidance for responding to situations where an actual or potential threat requires movement around the school to be restricted in order to protect pupils, staff and visitors until the risk has been resolved.

The procedure applies whenever Trust-Education Group Ltd premises are occupied, including during the normal school day, before and after school activities, educational visits where appropriate, extracurricular activities, holiday provision, training events and any other occasions where staff or pupils are using the school site.

The school recognises that emergencies develop rapidly and may require immediate decision making. Staff are therefore expected to use professional judgement alongside this procedure, always placing the safety and welfare of pupils above all other considerations.

Policy Statement

Trust-Education Group Ltd is committed to maintaining effective arrangements to prevent, prepare for and respond to emergencies that may threaten the safety of the school community.

The school will ensure that suitable procedures are established to enable staff to respond confidently and proportionately to security incidents while maintaining effective safeguarding arrangements. Emergency planning forms an integral part of the school's overall risk management strategy and reflects the expectation that schools should maintain robust systems capable of responding to a wide range of foreseeable incidents.

The school adopts a whole-school approach to emergency preparedness through leadership, staff training, risk assessment, regular drills, effective communication systems and continuous review. These arrangements aim to minimise risk, reduce uncertainty and ensure that all members of the school community understand their responsibilities before, during and after an emergency.

Trust-Education Group Ltd is committed to ensuring that emergency procedures remain proportionate to the needs of an SEMH setting. Wherever possible, responses will be delivered calmly and consistently to reduce unnecessary distress while maintaining the highest standards of safety.

Aims

This procedure aims to ensure that Trust-Education Group Ltd is able to respond effectively to any emergency that presents a risk to pupils, staff, visitors or the wider school community.

The school will achieve this by:

- Protecting Life And Minimising The Risk Of Harm During Emergencies
- Maintaining Clear Leadership And Decision-Making Throughout Incidents
- Providing Staff With Clear Guidance On Their Responsibilities
- Ensuring Pupils Receive Calm, Reassuring And Age-Appropriate Support
- Maintaining Effective Communication With Emergency Services
- Supporting Pupils With SEMH, SEND, Medical Needs And Disabilities During Emergencies
- Ensuring Emergency Procedures Form Part Of The School's Safeguarding Arrangements
- Delivering Regular Training And Lockdown Exercises
- Reviewing Emergency Responses To Promote Continuous Improvement
- Maintaining Compliance With Current Legislation And Department For Education Guidance

The school recognises that preparation is one of the most effective ways of reducing risk during an emergency. Regular training and realistic planning provide staff with

confidence to respond appropriately while helping pupils understand emergency procedures without creating unnecessary fear.

Scope

This procedure applies to every member of the Trust-Education Group Ltd community and covers all activities undertaken on behalf of the school.

It applies to:

- All Pupils
- All Employees
- Agency Staff
- Volunteers
- Contractors
- Visitors
- Governors Or Proprietors
- External Professionals
- Parents And Carers While On Site

The procedure also applies during educational visits, off-site learning, transport arrangements organised by the school and any event where staff retain responsibility for pupils.

Legal and Statutory Framework

This procedure has been developed in accordance with current legislation, statutory guidance and recognised best practice. It reflects the school's responsibilities for safeguarding, health and safety, emergency preparedness and business continuity.

The procedure is informed by the following legislation and guidance:

- Health And Safety At Work Etc. Act 1974
- Management Of Health And Safety At Work Regulations 1999
- Workplace (Health, Safety And Welfare) Regulations 1992
- Education Act 2002
- Children Act 1989
- Children Act 2004
- Counter-Terrorism And Security Act 2015 (Prevent Duty)
- Civil Contingencies Act 2004
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe In Education 2026
- Working Together To Safeguard Children
- Department For Education Guidance On School And College Security

- Department For Education Emergency Planning And Response Guidance
- National Counter Terrorism Security Office Guidance
- ProtectUK Guidance For Education Settings
- Martyn's Law (Protect Duty) Where Applicable

The school will ensure that this procedure remains under regular review so that it continues to reflect changes in legislation, government guidance, local risk assessments and best practice.

Principles of Emergency Response

Every emergency is unique. However, all responses undertaken by Trust-Education Group Ltd are guided by a consistent set of principles that support effective decision making.

These principles include:

- Protection Of Life As The Highest Priority
- Calm, Clear And Decisive Leadership
- Early Identification And Assessment Of Risk
- Proportionate Responses Based Upon Available Information
- Effective Communication With Emergency Services
- Maintenance Of Safeguarding Throughout The Incident
- Respect For The Emotional Wellbeing Of Pupils And Staff
- Support For Vulnerable Pupils Throughout The Emergency
- Accurate Recording Of Decisions And Actions Taken
- Continuous Learning Following Every Incident Or Exercise

The school recognises that emergencies rarely follow a predictable pattern. Staff are therefore expected to remain flexible while working within the framework established by this procedure and the direction of senior leaders or emergency services.

Relationship with Safeguarding

Emergency planning is an essential component of the school's safeguarding arrangements.

Trust-Education Group Ltd recognises that pupils may be particularly vulnerable during emergency situations. Staff must therefore continue to apply safeguarding principles throughout any lockdown or emergency response by maintaining appropriate supervision, protecting pupils from harm, monitoring emotional wellbeing and responding to any safeguarding concerns that arise.

Where an emergency involves criminal activity, child protection concerns or wider safeguarding issues, the Designated Safeguarding Leads will work alongside the emergency services, children's social care, local authorities and other relevant agencies

to ensure that safeguarding responsibilities continue throughout the incident and during the recovery phase.

Following any significant emergency, safeguarding arrangements will remain in place to support pupils, staff and families who may have been affected by the incident.

Roles and Responsibilities

Trust-Education Group Ltd recognises that an effective response to any emergency depends upon clear leadership, well-defined responsibilities and effective communication. Every member of the school community has an important role to play in maintaining safety before, during and after a lockdown or emergency incident.

All staff are expected to understand this procedure, participate in regular training and drills, and act confidently and professionally during any emergency. Responsibilities are delegated according to role, although all staff retain a duty to act in the best interests of pupils and to safeguard those in their care.

Proprietors

The Proprietors have overall responsibility for ensuring that Trust-Education Group Ltd maintains effective arrangements for safeguarding, emergency preparedness, health and safety and business continuity.

The Proprietors are responsible for ensuring that:

- Appropriate Resources Are Available To Maintain Effective Emergency Planning
- Emergency Procedures Comply With Current Legislation And Statutory Guidance
- Suitable Risk Assessments Are Undertaken And Reviewed
- Staff Receive Appropriate Training
- Emergency Equipment And Communication Systems Are Maintained
- Significant Incidents Are Reviewed To Identify Lessons Learned
- Policies Are Reviewed Annually Or Following Significant Changes To Legislation Or Risk

The Proprietors receive regular reports from the Co-Headteachers regarding emergency planning, training, lockdown exercises and any incidents requiring review.

Co-Headteachers

Melissa Wainman and Katie Everson, as Co-Headteachers, hold overall operational responsibility for implementing this procedure and coordinating the school's response to any emergency.

During an emergency they will:

- Assess The Nature And Severity Of The Incident

- Decide Whether A Soft Lockdown, Hard Lockdown, Evacuation Or Other Emergency Response Is Required
- Activate Emergency Procedures Without Delay
- Liaise Directly With Emergency Services
- Coordinate The Actions Of Staff Throughout The Incident
- Maintain Oversight Of Pupil And Staff Safety
- Ensure Accurate Records Are Kept
- Authorise The All-Clear When Appropriate Or Act Upon Instructions From Emergency Services
- Coordinate Communication With Parents, Carers, Local Authorities And Other Relevant Agencies
- Oversee Post-Incident Recovery, Welfare And Debriefing

Where one Co-Headteacher is absent, the remaining Co-Headteacher assumes responsibility for coordinating the response until further support becomes available.

Designated Safeguarding Leads

Janette Bashall, Ashleigh Haynes and Laura Wilding are the school's Designated Safeguarding Leads.

During an emergency the Designated Safeguarding Leads are responsible for ensuring that safeguarding remains central to all decisions and actions taken.

They will:

- Monitor The Safety And Welfare Of Pupils Throughout The Incident
- Ensure Vulnerable Pupils Receive Appropriate Support
- Liaise With Children's Social Care, Police And Other Agencies Where Required
- Coordinate Safeguarding Responses Following The Incident
- Record Safeguarding Concerns On CPOMS
- Support Staff Managing Pupils Experiencing Distress Or Trauma
- Ensure Safeguarding Information Is Shared Appropriately And Lawfully
- Coordinate Ongoing Support For Pupils And Families Following The Incident

The Designated Safeguarding Leads will also ensure that any safeguarding concerns arising during an emergency continue to be managed in accordance with the school's Child Protection and Safeguarding Policy.

Deputy Designated Safeguarding Leads

Melissa Wainman and Katie Everson also fulfil the role of Deputy Designated Safeguarding Leads.

Where a Designated Safeguarding Lead is unavailable, they will undertake all safeguarding responsibilities associated with the incident and ensure continuity of safeguarding leadership.

Deputy Designated Safeguarding Leads will work collaboratively with the Designated Safeguarding Leads throughout emergencies and during subsequent recovery arrangements.

Attendance Officer

Laura Wilding is the school's Attendance Officer and provides essential administrative support during emergency situations.

During an emergency Laura Wilding will:

- Maintain Accurate Registers Where Possible
- Assist In Accounting For All Pupils, Staff And Visitors
- Support Communication With Parents And Carers When Directed By Senior Leaders
- Maintain Attendance Records Relating To The Incident
- Support Welfare Checks Following The Emergency
- Assist With Administrative Recording And Documentation
- Ensure Appropriate Records Are Maintained Within Bromcom

Where communication with families is required, information will only be issued following authorisation from the Co-Headteachers to ensure accuracy and consistency.

Teaching and Support Staff

All staff have a legal duty to take reasonable care for their own safety and that of others who may be affected by their actions.

During an emergency staff are expected to remain calm, follow instructions promptly and prioritise the safety and welfare of pupils.

Staff responsibilities include:

- Implementing Lockdown Procedures Immediately
- Securing Classrooms And Learning Areas
- Supervising Pupils Calmly And Reassuringly
- Maintaining Accurate Knowledge Of Pupils In Their Care
- Reporting Missing Pupils Or Safety Concerns Immediately
- Preventing Unauthorised Movement During Lockdown
- Maintaining Confidentiality Throughout The Incident
- Following Instructions Issued By Senior Leaders Or Emergency Services
- Recording Significant Information Following The Incident
- Participating Fully In Post-Incident Debriefing

Staff should only communicate externally during an emergency when specifically authorised to do so by senior leadership or emergency services.

Pupils

Pupils play an important role in maintaining safety during emergencies.

The school teaches pupils, in an age-appropriate and trauma-informed manner, how to respond calmly during lockdown procedures and emergency situations.

Pupils are expected to:

- Follow Staff Instructions Immediately
- Move Calmly To Designated Safe Areas
- Remain Quiet During Lockdown
- Stay Away From Doors And Windows
- Avoid Using Mobile Phones Unless Directed
- Remain With Staff Until The All-Clear Is Given
- Support The Safety Of Others By Remaining Calm

Staff recognise that some pupils may experience heightened anxiety during emergencies and will provide reassurance and additional support wherever possible.

Visitors and Contractors

Visitors, contractors and external professionals remain the responsibility of the member of staff hosting them while they are on site.

During an emergency they must:

- Follow Instructions Given By School Staff Immediately
- Remain With Their Host Unless Directed Otherwise
- Follow Lockdown Or Evacuation Procedures
- Avoid Leaving Designated Safe Areas Until Authorised
- Cooperate Fully With Emergency Services

All visitors receive emergency information upon arrival, including fire evacuation and lockdown arrangements.

Emergency Services

Where emergency services attend the school, responsibility for managing the operational response transfers to the appropriate emergency service commander.

Trust-Education Group Ltd will cooperate fully with all emergency services by:

- Providing Accurate Information About The Incident
- Sharing Relevant Site Plans And Access Information
- Providing Registers And Information About Pupils, Staff And Visitors
- Identifying Vulnerable Pupils Or Individuals Requiring Additional Assistance
- Following All Instructions Issued By Emergency Personnel

The school will continue to provide safeguarding support throughout the incident and during recovery while working collaboratively with all responding agencies.

Shared Responsibility

Trust-Education Group Ltd recognises that effective emergency management depends upon teamwork, preparation and shared responsibility.

Every member of the school community contributes to maintaining a safe environment by remaining vigilant, reporting concerns promptly, participating fully in training and drills and following established procedures during emergencies.

Through strong leadership, clear communication and a culture of preparedness, the school aims to ensure that emergencies are managed effectively while protecting the safety, dignity and wellbeing of everyone within the Trust-Education Group Ltd community.

Risk Assessment and Emergency Planning

Trust-Education Group Ltd recognises that effective emergency planning begins with comprehensive risk assessment. The school adopts a proactive approach to identifying, assessing and managing risks that may affect the safety and wellbeing of pupils, staff, visitors and contractors. Risk assessment is embedded within the school's wider safeguarding, health and safety and business continuity arrangements and supports the development of effective emergency procedures.

Risk assessments are completed by competent members of staff and reviewed regularly to reflect changes in legislation, national guidance, local intelligence, the school environment and the individual needs of pupils. Assessments consider the likelihood of an incident occurring, the potential consequences, existing control measures and any additional actions required to reduce risk to an acceptable level.

Particular consideration is given to the needs of pupils with Social, Emotional and Mental Health (SEMH) needs, Special Educational Needs and Disabilities (SEND), medical conditions, sensory needs and communication difficulties. Emergency planning reflects the school's commitment to ensuring that all pupils can be supported safely during any incident through reasonable adjustments, individual planning and appropriate staff deployment.

Risk assessments are reviewed following significant incidents, lockdown exercises, changes to the school site, alterations to staffing structures or where new risks are identified. Findings are shared with relevant staff and incorporated into training, emergency planning and school improvement processes.

Dynamic Risk Assessment

While written risk assessments provide the foundation for emergency planning, Trust-Education Group Ltd recognises that emergency situations can change rapidly and may require immediate decisions based upon the information available at the time.

All staff are expected to undertake dynamic risk assessments throughout any emergency. This involves continually observing the situation, identifying emerging risks, evaluating available options and taking appropriate action to maintain the safety of pupils and colleagues.

Dynamic risk assessment requires staff to consider:

- The Nature And Location Of The Threat
- The Safety Of Pupils, Staff And Visitors
- The Availability Of Safe Escape Routes
- Whether Lockdown Or Evacuation Provides The Greatest Protection
- The Needs Of Individual Pupils
- The Advice Of Senior Leaders And Emergency Services
- Changes In Circumstances As The Incident Develops

Staff must remain flexible while following this procedure and should always prioritise the preservation of life above property or routine activities.

Types of Emergency Response

Trust-Education Group Ltd recognises that emergencies vary significantly in their nature and severity. The school has therefore developed a range of emergency responses to ensure that actions remain proportionate to the level of risk.

Responses may include:

- Heightened Vigilance
- Soft Lockdown
- Hard Lockdown
- Partial Evacuation
- Full Evacuation
- Shelter
- Business Continuity Arrangements

The decision regarding which response to implement will be based upon available information, advice from emergency services where appropriate and the professional judgement of the Co-Headteachers or delegated senior leaders.

Heightened Vigilance

Heightened vigilance may be implemented where information suggests an increased level of risk but where there is no immediate threat to the school community.

During periods of heightened vigilance the school may:

- Increase Supervision Around The Site
- Restrict Access To Certain Areas
- Review Visitor Arrangements
- Monitor Local Information And Police Advice
- Increase Communication Between Staff
- Delay Outdoor Activities Where Appropriate

Teaching and learning will normally continue as planned while additional precautions remain in place.

Soft Lockdown

A soft lockdown is implemented where a potential or developing threat exists outside the school or where precautionary action is required to maintain safety.

Examples may include:

- Police Activity Within The Local Community
- Suspicious Individuals Near The School
- Dangerous Animals In The Vicinity
- Civil Disturbance
- Environmental Hazards
- Nearby Road Traffic Incidents
- Utility Failures Affecting Local Safety

During a soft lockdown:

- External Doors Are Secured
- Access To The Site Is Restricted
- Pupils Return Indoors Where Safe To Do So
- Staff Increase Vigilance
- Teaching Continues Where Appropriate
- Internal Movement Is Restricted Unless Authorised
- Visitors Remain Supervised

The aim of a soft lockdown is to minimise unnecessary disruption while maintaining an appropriate level of protection.

Hard Lockdown

A hard lockdown is implemented where there is an immediate threat to life or where emergency services advise that movement must cease immediately.

Circumstances may include:

- An Intruder On Site
- A Person Carrying A Weapon
- Serious Violence

- An Active Harm Incident
- A Credible Terrorist Threat
- Hostile Individuals Entering The Premises
- Other Immediate Risks Identified By Emergency Services

During a hard lockdown:

- All Doors Are Locked Immediately
- Windows Are Secured Where Possible
- Blinds Or Curtains Are Closed
- Lights May Be Switched Off Where Appropriate
- Pupils And Staff Move Away From Doors And Windows
- Silence Is Maintained
- Mobile Phones Are Silenced
- Movement Stops Unless Essential For Safety
- Staff Continue To Supervise Pupils Calmly
- No One Leaves Their Location Until Authorised

The school recognises that hard lockdowns can be distressing, particularly for pupils with SEMH needs. Staff will therefore provide reassurance, maintain calm communication where safe to do so and monitor pupils' emotional wellbeing throughout the incident.

Activation of Lockdown

A lockdown may be initiated whenever there is reason to believe that an actual or potential threat presents a significant risk to the safety of the school community.

Any member of staff who becomes aware of an immediate and credible threat has the authority to initiate emergency communication procedures without waiting for authorisation if delay would place others at greater risk.

Where practicable, the Co-Headteachers will assume responsibility for coordinating the school's response immediately following activation.

Situations that may require activation include:

- Suspicious Persons On Site
- Armed Or Violent Individuals
- Serious Assault
- Hostage Situations
- Terrorist Activity
- Police Advice
- Dangerous Animals
- Serious Firearms Incidents Nearby
- Explosive Device Threats
- Chemical Incidents

- Significant Structural Failure
- Major Environmental Hazards
- Serious Public Disorder

The safety of pupils and staff will always take precedence over maintaining normal school operations.

Decision Making

During any emergency, decisions will be based upon:

- The Nature Of The Threat
- Available Intelligence
- Information From Emergency Services
- Current Risk Assessments
- The Location Of Pupils And Staff
- The Individual Needs Of Pupils
- The Layout Of The School Site
- Available Staffing
- Opportunities To Reduce Risk Safely

Where uncertainty exists, leaders will adopt the option that provides the greatest level of protection until further information becomes available.

Communication Systems

Effective communication is fundamental to the successful management of emergencies.

Trust-Education Group Ltd maintains a range of communication methods to ensure that information can be shared rapidly and accurately throughout the school.

Communication systems may include:

- Internal Radios
- Mobile Telephones
- Landline Telephones
- Verbal Communication
- Agreed Emergency Code Words
- Electronic Messaging Systems
- Email Where Appropriate
- Emergency Contact Lists

Emergency code words are reviewed regularly and shared only with staff who require this information as part of their role.

Communication during emergencies must remain concise, factual and calm. Staff should avoid speculation or sharing unverified information.

Contacting Emergency Services

Where an emergency requires immediate assistance, staff will contact the emergency services by dialling 999 without delay.

Information provided should include:

- The Name Of The School
- Full School Address
- Nature Of The Incident
- Exact Location Of The Threat
- Number Of People Involved
- Whether Weapons Are Believed To Be Present
- Known Injuries
- Access Arrangements
- Safe Entry Points For Emergency Services

The Co-Headteachers or delegated senior leaders will maintain communication with emergency services throughout the incident and ensure that accurate information continues to be shared as circumstances develop.

Emergency Equipment

Trust-Education Group Ltd maintains appropriate emergency equipment to support the safe management of incidents.

This may include communication devices, first aid equipment, emergency grab bags, site plans, visitor registers, pupil registers, contact details, emergency lighting and other equipment identified through risk assessment.

Emergency equipment is inspected regularly to ensure that it remains operational and readily available for use when required.

Emergency Response Procedures

Trust-Education Group Ltd recognises that the effectiveness of any emergency response depends upon staff acting quickly, calmly and consistently. During any emergency, the safety and welfare of pupils, staff, visitors and contractors will always take priority over property, equipment or the continuation of normal school activities.

Staff should follow this procedure alongside any instructions given by the Co-Headteachers or the emergency services. Where circumstances require immediate action to protect life, staff are expected to use their professional judgement while remaining within the principles of this policy.

Soft Lockdown Procedure

A soft lockdown is implemented where there is a potential threat outside the school or where precautionary measures are required while further information is obtained.

The purpose of a soft lockdown is to increase security without causing unnecessary disruption to teaching and learning.

When a soft lockdown is initiated:

- All External Doors Are Secured Immediately
- Access To The Site Is Restricted
- Pupils Return Indoors Promptly If Safe To Do So
- Staff Check Corridors And Nearby Areas Before Securing Their Rooms
- Visitors Are Escorted To The Nearest Safe Location
- Registers Are Checked To Confirm Pupils Are Accounted For
- Teaching Continues Where Appropriate
- Internal Movement Is Restricted Unless Authorised By Senior Leaders
- Staff Maintain Increased Vigilance Throughout The Incident

Senior leaders will continue to monitor the situation and maintain contact with emergency services where appropriate. If the level of risk increases, a hard lockdown may be implemented without delay.

Hard Lockdown Procedure

A hard lockdown is implemented where there is an immediate threat to life or a significant risk to the safety of individuals on the school site.

When the lockdown signal is given:

- Stop All Activities Immediately
- Secure Classroom And Office Doors
- Close Windows Where Safe To Do So
- Close Blinds Or Curtains Where Available
- Switch Off Lights If Appropriate
- Silence Mobile Phones
- Move Pupils And Staff Away From Doors And Windows
- Remain Quiet
- Do Not Open Doors Unless Directed By Emergency Services Or A Senior Leader
- Await Further Instructions

Staff must remain calm and provide reassurance to pupils throughout the incident. Many pupils attending Trust-Education Group Ltd may experience heightened anxiety during emergencies and will require clear, simple and consistent communication.

Staff should avoid discussing rumours or speculation and should only share factual information provided by senior leaders or emergency services.

Classroom Procedures

Teaching staff are responsible for ensuring that pupils remain safe and supervised throughout any lockdown.

Once the classroom has been secured, staff should:

- Account For Every Pupil Present
- Check Registers Where Safe To Do So
- Keep Pupils Calm And Reassured
- Encourage Pupils To Remain Quiet
- Continue To Supervise Behaviour
- Monitor Pupils Experiencing Anxiety Or Distress
- Administer Essential Medication If Required
- Maintain Communication With Senior Leaders Where Safe To Do So
- Record Any Significant Information Following The Incident

Where pupils require emotional support, staff should use familiar de-escalation strategies and trauma-informed approaches that are already established within the school.

Practical Teaching Areas

Staff working in specialist teaching areas, including Hair and Beauty, Science, Art, Design Technology, Food Preparation and Outdoor Learning environments, must make equipment safe before securing the area where it is safe and practicable to do so.

Where immediate danger exists, staff should prioritise evacuation to a secure location rather than attempting to isolate equipment.

Gas supplies, electrical equipment and machinery should only be switched off if this can be completed safely without increasing risk.

Corridors and Shared Areas

Staff supervising corridors, intervention rooms, sensory spaces or communal areas should direct pupils into the nearest secure room rather than attempting to return them to their usual classroom.

Where appropriate, staff should remain with pupils until the incident has concluded.

If a member of staff is unable to reach a secure room safely, they should move to the nearest available place of safety and immediately follow lockdown procedures.

Pupils in Toilets or Other Facilities

Where pupils are using toilets or other facilities at the time of lockdown, staff should use professional judgement to determine whether it is safer for them to remain where they are or move to the nearest secure area.

No member of staff should place themselves or pupils at greater risk by attempting to move across exposed areas.

Breaktimes and Lunchtimes

If a lockdown occurs during social times, staff supervising outdoor areas should immediately assess the safest course of action.

Where safe to do so:

- Pupils Should Be Directed Quickly Into The Nearest Secure Building
- Staff Should Supervise Pupils Calmly
- External Doors Should Be Secured
- Registers Should Be Checked Once Safe

Where movement would increase the level of danger, staff should follow the advice of emergency services or senior leaders and seek the nearest available place of safety.

Additional staff may be deployed to support pupils who experience heightened anxiety during these periods.

Outdoor Learning Areas

As Trust-Education Group Ltd provides outdoor education and therapeutic learning opportunities, staff supervising these activities must maintain awareness of emergency communication procedures at all times.

Staff leading outdoor activities should:

- Carry Appropriate Communication Devices
- Be Familiar With Emergency Access Routes
- Know The Nearest Secure Buildings
- Maintain Registers Of Pupils Present
- Follow Instructions From Senior Leaders Immediately

If pupils are unable to return safely to the main building, staff should implement the safest available protective measures until further assistance is provided.

Visitors and Contractors

All visitors remain under the supervision of the member of staff hosting them throughout any emergency.

Visitors and contractors must:

- Follow Staff Instructions Immediately
- Remain Calm
- Proceed To The Nearest Safe Area
- Avoid Using Mobile Phones Unless Necessary
- Remain With School Staff Until The Incident Has Ended

Contractors working in isolated areas of the site should be included within emergency planning and informed of emergency procedures before work commences.

Educational Visits and Off-Site Activities

Emergency procedures also apply during educational visits and off-site learning where Trust-Education Group Ltd retains responsibility for pupils.

Visit leaders must ensure that:

- Suitable Risk Assessments Are Completed
- Emergency Contact Details Are Available
- Communication Equipment Is Operational
- Staff Understand Emergency Arrangements
- Pupils Know How To Respond To Instructions

Where an emergency occurs off site, the Visit Leader will immediately contact the emergency services where required and notify the Co-Headteachers as soon as practicable.

The school will implement its Emergency Operations Plan to support staff, pupils and families until the incident has concluded.

Emergency Evacuation Following Lockdown

There may be occasions when emergency services determine that evacuation presents a safer option than remaining in lockdown.

Evacuation will only take place:

- On The Instruction Of Emergency Services
- Following Authorisation From The Co-Headteachers
- Where Continuing Lockdown Presents Greater Risk

Staff must escort pupils calmly to the designated place of safety, maintaining supervision throughout the evacuation.

Registers will be taken as soon as it is safe to do so, and any missing persons will be reported immediately to the emergency services.

Throughout any evacuation, particular attention will be given to pupils requiring additional assistance because of SEMH needs, SEND, medical conditions or mobility difficulties.

Communication During an Emergency

Trust-Education Group Ltd recognises that clear, accurate and timely communication is essential during any emergency. Effective communication helps to protect life, reduce anxiety, support decision-making and ensure that information shared with pupils, staff, parents, carers and external agencies is consistent and accurate.

During any emergency, the Co-Headteachers will coordinate all internal and external communications. Information will only be shared where it is necessary, accurate and appropriate, taking account of operational security, safeguarding requirements and advice provided by the emergency services.

Where communication systems are disrupted, alternative arrangements will be implemented to ensure that essential information continues to be shared.

Communication with Staff

During an emergency, staff will receive information using the school's agreed communication systems, which may include internal radios, mobile telephones, verbal instructions, emergency code words or other agreed methods.

Staff must:

- Follow Instructions Immediately
- Share Information Only With Appropriate Personnel
- Avoid Speculation Or Rumours
- Maintain Confidentiality
- Continue Supervising Pupils
- Report Significant Information To Senior Leaders
- Await Official Updates Before Taking Further Action

Staff must not communicate unverified information to parents, carers, the media or members of the public.

Communication with Pupils

Pupils will receive information appropriate to their age, level of understanding and individual needs.

As an SEMH setting, Trust-Education Group Ltd recognises that many pupils may experience increased anxiety during emergency situations. Staff will therefore provide calm, consistent reassurance while avoiding unnecessary discussion about the nature of the incident unless authorised to do so.

Communication with pupils will:

- Use Clear And Simple Language
- Avoid Causing Unnecessary Alarm
- Reassure Pupils That Staff Are Managing The Situation
- Encourage Pupils To Follow Instructions Promptly
- Provide Emotional Support Throughout The Incident

Following the incident, pupils will be given opportunities to ask questions and discuss their experiences within a supportive environment.

Communication with Parents and Carers

The school recognises that parents and carers will naturally be concerned about the safety of their children during an emergency.

Communication with families will be coordinated by the Co-Headteachers and issued only when it is safe and appropriate to do so.

Information may be communicated through:

- Telephone Calls
- Text Messaging Systems
- Email
- The School Website
- Other Agreed Communication Platforms

Parents and carers will receive factual updates whenever possible.

During an emergency parents and carers are requested:

- Not To Telephone The School Unless Requested
- Not To Attend The School Site
- Not To Contact Their Child Directly
- To Follow Instructions Issued By The School
- To Await Official Information Before Travelling To The School

Unauthorised attendance at the school during an emergency may hinder emergency service operations and place additional people at risk.

Following the conclusion of an incident, parents and carers will receive appropriate information regarding pupil welfare, collection arrangements where necessary and any support available.

Communication with Emergency Services

Trust-Education Group Ltd will maintain close communication with the emergency services throughout any incident.

Senior leaders will provide:

- Accurate Information Regarding The Nature Of The Incident
- Details Of The Number Of Pupils, Staff And Visitors On Site
- Current Registers
- Site Plans Where Required
- Information Regarding Vulnerable Individuals
- Access Arrangements
- Details Of Any Ongoing Risks

The school will fully cooperate with all responding agencies and follow instructions provided by the incident commander.

Communication with External Agencies

Where appropriate, communication may also take place with:

- The Local Authority
- Children's Social Care
- Health Services
- The Department For Education
- Insurance Providers
- Utility Companies
- Transport Providers
- Other Educational Settings

Information sharing will comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Media Management

During any significant emergency, all communication with the media will be managed by the Co-Headteachers in consultation with emergency services where appropriate.

No member of staff should provide statements, interviews or comments to journalists, members of the public or through social media unless specifically authorised.

Staff must not:

- Share Photographs
- Share Videos
- Discuss Pupils
- Comment On Social Media

- Confirm Details Of An Incident
- Speculate About Causes Or Outcomes

The confidentiality, dignity and welfare of pupils, staff and families will remain a priority throughout any media interest.

Social Media

Trust-Education Group Ltd recognises that information can spread rapidly through social media during emergencies.

Staff are reminded that they must not post information relating to any emergency, lockdown or security incident on personal or professional social media accounts.

Parents and carers are encouraged to rely upon official communications issued by the school rather than unverified information shared online.

Where inaccurate information is circulating publicly, the school will provide factual updates when appropriate and where authorised to do so.

Business Continuity

Following any significant emergency, Trust-Education Group Ltd will implement its Business Continuity arrangements to minimise disruption to education and maintain essential services.

The Co-Headteachers will assess:

- Whether The School Can Continue Operating Safely
- Whether Alternative Accommodation Is Required
- Staffing Availability
- Building Safety
- Information Technology Systems
- Communication Systems
- Transport Arrangements
- Pupil Welfare

Where necessary, remote education or alternative educational arrangements may be implemented until normal operations can safely resume.

Business continuity planning will be reviewed following every significant incident to identify opportunities for improvement.

Post-Incident Recovery

The conclusion of an emergency does not signify the end of the school's responsibilities.

Following any lockdown or emergency, senior leaders will coordinate a structured recovery process to restore normal operations while supporting the wellbeing of pupils and staff.

Recovery arrangements may include:

- Welfare Checks
- Safeguarding Reviews
- Emotional Support
- Individual Risk Assessments
- Meetings With Parents And Carers
- Multi-Agency Working
- Building Safety Inspections
- Review Of Educational Provision

The pace of returning to normal routines will be determined by the needs of pupils and staff rather than fixed timescales.

Emotional Wellbeing

Trust-Education Group Ltd recognises that emergency situations may have a significant emotional impact upon pupils, families and staff.

Following any emergency, the school will provide appropriate pastoral support and signpost individuals to specialist services where required.

Support may include:

- Individual Wellbeing Meetings
- Key Worker Support
- Pastoral Interventions
- Therapeutic Conversations
- Small Group Support
- External Mental Health Services
- Educational Psychology Advice
- CAMHS Referral Where Appropriate

Staff will monitor pupils closely following an incident to identify any delayed emotional responses or changes in behaviour that may require additional intervention.

Training and Lockdown Drills

Trust-Education Group Ltd is committed to ensuring that all staff are fully prepared to respond appropriately during any emergency. Effective emergency planning relies upon regular training, realistic practice and continuous review to ensure that staff remain confident in implementing lockdown procedures while maintaining the safety and wellbeing of pupils.

All members of staff receive emergency response training as part of their induction programme before working unsupervised with pupils. Induction includes familiarisation with emergency communication systems, lockdown procedures, evacuation routes, safeguarding responsibilities, the use of emergency equipment and individual responsibilities during different types of emergency.

Refresher training is provided annually for all staff and whenever significant changes are made to school procedures, legislation, site layout or identified risks. Additional training may be delivered following incidents, learning reviews or updates to national guidance.

Training forms part of the school's wider programme of safeguarding, health and safety and emergency preparedness and is recorded as part of the school's continuing professional development programme.

The school conducts regular lockdown drills to test procedures, communication systems and staff confidence. A minimum of one whole-school lockdown drill is undertaken each academic term. Additional scenario-based exercises may also be undertaken throughout the year to rehearse different emergency situations and strengthen preparedness.

Drills are planned carefully to ensure that pupils are prepared in an age-appropriate and trauma-informed manner. Staff explain the purpose of drills clearly and provide reassurance before and after each exercise to minimise anxiety, particularly for pupils with SEMH needs, SEND or previous experiences of trauma.

Following every drill, senior leaders complete a formal evaluation considering:

- Staff Response Times
- Effectiveness Of Communication Systems
- Security Of Classrooms And Buildings
- Supervision Of Pupils
- Support Provided To Vulnerable Pupils
- Any Difficulties Encountered
- Areas Requiring Improvement
- Additional Training Requirements

Outcomes from each exercise are recorded and used to strengthen future emergency planning.

Record Keeping

Accurate records support accountability, safeguarding and continuous improvement.

The school maintains appropriate records relating to:

- Lockdown Drills
- Emergency Exercises
- Staff Training
- Risk Assessments
- Emergency Equipment Checks
- Communication System Testing
- Significant Incidents
- Post-Incident Reviews
- Actions Identified Following Evaluations

Where safeguarding concerns arise during an emergency, they will be recorded on CPOMS in accordance with the school's Child Protection and Safeguarding Policy.

Attendance information relating to emergencies will be recorded and monitored through Bromcom, with Laura Wilding, Attendance Officer, supporting senior leaders in maintaining accurate attendance records where appropriate.

All records are stored securely in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Monitoring, Evaluation and Quality Assurance

Trust-Education Group Ltd is committed to continuously improving emergency preparedness through robust monitoring and evaluation.

The Co-Headteachers monitor the implementation of this procedure through:

- Observation Of Lockdown Drills
- Staff Feedback
- Pupil Feedback Where Appropriate
- Review Of Incident Reports
- Safeguarding Audits
- Health And Safety Audits
- Risk Assessment Reviews
- Emergency Equipment Inspections

The Proprietors receive reports regarding emergency preparedness, significant incidents and recommendations for further improvement.

Following any emergency, a formal debrief will be undertaken involving relevant staff and, where appropriate, external agencies. The purpose of the review is to identify

effective practice, consider lessons learned and ensure that any required improvements are implemented promptly.

Where recommendations are identified, an action plan will be produced with clear responsibilities and timescales for completion.

Equality, Inclusion and Accessibility

Trust-Education Group Ltd is committed to ensuring that emergency arrangements are inclusive and accessible to all members of the school community.

Emergency planning considers the individual needs of pupils and adults with disabilities, medical conditions, communication needs, sensory needs and SEMH needs. Reasonable adjustments will be implemented wherever necessary to ensure that everyone can respond safely during an emergency.

Individual emergency arrangements may include additional staffing, personalised communication strategies, alternative evacuation routes or other reasonable adjustments identified through risk assessment.

The school will ensure that emergency procedures do not discriminate against any individual and will continue to promote equality, dignity and respect throughout any emergency response.

Related Policies

This procedure should be read alongside the following Trust-Education Group Ltd policies and procedures:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy
- Behaviour Policy
- Positive Handling Policy
- Attendance Policy
- Educational Visits Policy
- Risk Assessment Policy
- Business Continuity Plan
- Emergency Operations Plan
- Data Protection (UK GDPR) Policy
- Staff Code of Conduct
- Visitor Management Procedures

These documents work together to ensure a coordinated approach to safeguarding, emergency preparedness and the safety of the whole school community.

Policy Review

This procedure will be reviewed annually by the Co-Headteachers or sooner if required due to:

- Changes In Legislation
- Updates To Department For Education Guidance
- Revisions To Keeping Children Safe In Education
- Changes To The School Site
- Outcomes Of Lockdown Drills
- Recommendations Following Significant Incidents
- Advice From Emergency Services
- Changes To Operational Practice

The review process will include consultation with staff and, where appropriate, external professionals to ensure that procedures remain effective, proportionate and reflective of current best practice.

Compliance Statement

Trust-Education Group Ltd is committed to maintaining the highest standards of safeguarding, emergency preparedness and health and safety. This Lockdown and Emergency Response Procedure demonstrates the school's commitment to protecting pupils, staff, visitors and contractors through effective planning, regular training, robust risk assessment and collaborative working with emergency services and partner agencies.

The school recognises that effective emergency planning is an essential component of a strong safeguarding culture. Through clear leadership, well-practised procedures and a proactive approach to continuous improvement, Trust-Education Group Ltd seeks to ensure that every member of the school community is prepared to respond safely and confidently in the event of an emergency.

This procedure has been developed in accordance with:

- Health And Safety At Work Etc. Act 1974
- Management Of Health And Safety At Work Regulations 1999
- Workplace (Health, Safety And Welfare) Regulations 1992
- Civil Contingencies Act 2004
- Education Act 2002
- Children Act 1989
- Children Act 2004
- Counter-Terrorism And Security Act 2015 (Prevent Duty)
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Education (Independent School Standards) Regulations 2014

- Keeping Children Safe In Education 2026
- Working Together To Safeguard Children
- Department For Education Guidance – School And College Security
- Department For Education Guidance – Emergency Planning And Response For Education Settings
- ProtectUK Guidance
- National Counter Terrorism Security Office Guidance
- Martyn's Law (Protect Duty), where applicable

Trust-Education Group Ltd will continue to review and strengthen its emergency arrangements to ensure that they remain effective, legally compliant and centred upon the safety, welfare and wellbeing of every member of the school community.

Policy Lead	Melissa Wainman
Date:	1st September 2026
Policy Review Date:	1st September 2027
Version:	1
Approval:	Matthew Embley Chair of the Governing Body