

<b>Policy Name</b>	Lockdown Policy	
<b>Policy Reference</b>	NWCS-OP07	
<b>Policy Owner</b>	Paul Sheron	
<b>Latest Review Date</b>	31/01/2023	
<b>Next Review Date</b>	31/01/2024	
<b>Version</b>	<b>Approved by</b>	<b>Summary of changes</b>
1	PS	
2	PS	Amended to single room site.

<p><b>Aim and Purpose of the policy</b></p>	<p>To ensure that 100% of employed personnel are aware as the process to follow in the event that the lockdown policy is implemented</p>
<p><b>Who is this policy for?</b></p>	<p>This policy relates to all staff employed by NWCS</p>
<p><b>Key contacts and resources</b></p>	<p><u>Key Contacts</u> Head of Centre- Paul Sheron Operational Manager- Karen Luxon</p> <p><u>Resources</u> -Keeping Children Safe in Education (DfE September 2022)</p>
<p><b>Relate Policies and Procedures</b></p>	<p>-Safeguarding Policy -Equality Policy</p>

### **Aim and Vision**

North West Community Services Training Ltd (NWCS) Lockdown Policy and associated procedures are implemented post incident to provide additional management controls to ensure the safety of staff, learners and visitors as well as other employers / contractors when a serious untoward incident or event occurs on company property or the in the local community

### **Rationale**

This policy gives comprehensive guidance to all staff of the procedures to follow when advised to lockdown during an incident that results in the threat of staff and learners working on site.

### **Intent**

Lockdown is the purpose of controlling the movement or the access and egress of people around NWCS properties and buildings. The act of Locking down is initiated in response to any identified risk, threat or hazard that is likely to impact the safety and security of staff, learners and visitors,

### **Implementation**

North West Community Services Training Ltd (NWCS) takes the safety of all people within their facilities seriously. However due to the increasing number of wide-scale violent acts that have occurred in education establishments involving knives and guns we cannot assume that we are immune from this type of violence. The following guidelines should be followed to ensure a plan is in place and practised to keep your students, staff and visitors safe.

### **Basic Principles of Safety**

- Run: *escape if you can, using the safest route without exposing yourself to danger and insist others go with you*
- Hide: *if it is not possible to run, cover should be sought, staff should remain quiet and if necessary barricade yourself in*
- Call 999 and provide the police with as much information as possible about the situation (location, descriptions, etc)

### **Entrances**

All people entering the building should sign in and out. Where available security cameras should cover reception and any other common areas. Staff and visitors should wear their ID badge at all times

### **Containment – Activated in response to an external active threat**

In the event that an external active threat is identified by staff, students and/or visitors, call 999.

1. If possible, alert a staff person near-by to inform the person in charge of the situation. The lead for this type of matter is Paul Sheron and or Karen Luxon.
2. If the police advise us to stay inside, activate containment procedures.
3. Announce to all rooms regularly, based on the nature of the event, until the all clear is provided.

4. All entrances will be locked – entrance to be monitored by a staff person or police if they have arrived.
5. If possible post signs at all entrances (including employee entrances) informing people of the situation.
6. Move cautiously throughout the building. Stay away from windows. Close windows/curtains/blinds.
7. No one should leave the building during a containment until told by an authorised person to do so.

#### **Lockdown – Activated in response to an internal active threat**

In the event that an internal active threat is identified by staff, students and/or visitors, call 999.

1. If possible, alert all people in the immediate area of the threat.
2. If possible announce to all that there is an Activate Lockdown in Place.
3. If it is safe to do so, the nominated staff member(s) should conduct a sweep of the building; sequester people, leading them to safe areas and closing doors.

#### **In safe area: (for people who remain on-site)**

1. Secure the door by either locking it or barricading oneself into the room.
2. Silence phones.
3. Don't make any unnecessary phone calls.
4. Call 999 only if you witness the active threat situation or have another emergency.
5. Close blinds if they exist.
6. Dim lights.
7. Stay in the safe area until "all clear" is announced or until the door is unlocked with a key.

#### **All Clear**

1. Identify yourself/department/Position and announce:
  - a. "Lockdown All Clear"
  - b. Repeat the "Lockdown All Clear" 3 times total
2. Identified senior management, site security officers and police (if available) will sweep the facility, unlocking doors.
  - a. Open locked doors in your area of responsibility, search for hiding persons and account for all people.
3. Conduct a debriefing.

#### **Impact**

It is a requirement that 100% of employed personnel, guests and learners are aware as to the process to adhere to when entering NWCS premises. A clear lockdown policy enables staff to guide guest and learners as to the procedure to follow in the event of lockdown implementation. Thus mitigating any risks that may occur from non compliance. Subsequently all visitors and learners will be kept safe.

### Definitions

This procedure was written by Paul Sheron (Safeguarding Lead) following guidance by NaCTSO. The procedure is aimed to assist the development of lockdown procedures in response to an active firearms/weapons attack, not only on our site but also in the vicinity of the site.



**NaCTSO**  
National Counter Terrorism Security Office

### Policy Review and Implementation

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron

A handwritten signature in black ink, appearing to be 'Paul Sheron'.

31/01/2023