



Lockdown Policy

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Completed by: Rebecca Freeman

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Lockdown Procedure – Guidance for Staff at Illuminate AP

In the event of a lockdown, all staff are required to follow this procedure to ensure the safety of children, young people, and staff members. Upon hearing the signal to initiate lockdown, please follow these steps:

1. **Initiating Lockdown:**
 - The **On-Site Manager** will broadcast the message: "Initiate immediate lockdown" to signal that a lockdown (or test) is underway. This will be followed by a pulsing whistle to alert children and young people.
2. **Lockdown Categories:**
 - Staff should listen to the staff radios for further instructions, which will specify if this is a **test, partial lockdown, or full lockdown**.
 - **Partial Lockdown:** All external entrances will be locked, and no movement of staff or children is permitted unless authorised.
 - **Full Lockdown:** All external entrances will be locked, and there will be no movement of staff or children. Internal classroom doors will be locked (where possible), blinds drawn, and students and staff moved away from windows and doors. Seek shelter under desks if necessary. Continue to monitor radios for further updates.
3. **During Sessions:**
 - If the lockdown is initiated during a session, children, young people, and mentors must remain in their current room with their group. Do not leave the room unless instructed.
4. **Off-site Groups:**
 - If children and young people are off-site and in a safe location supervised by adults, they should remain there. The **On-Site Manager** will maintain contact with the activity leader to provide updates and advice.
5. **Restricted Movement:**
 - While the lockdown is in effect, children and young people will not be allowed outside, and movement within the building will be restricted. Any necessary adult movement should be conducted in pairs. Keep children and young people with you until further notice.
6. **Securing the Site:**
 - The **On-Site Manager** or a delegated staff member will ensure that all external doors are secured. Any authorised movement will take place only via doors marked in **green**.
7. **Unauthorised Access:**
 - No unauthorised persons will be permitted to enter the provision during the lockdown.
8. **Communication Control:**
 - Students will not be permitted to use mobile devices during the lockdown to prevent misinformation or unnecessary panic. Controlling communication is critical to managing the situation and preventing a surge in parental concerns. Parents/Carers will be notified via email once authorised.
9. **Fire Alarm:**
 - If the fire alarm sounds during a lockdown, it will be deactivated unless there is confirmed evidence of a fire. If an evacuation is necessary, it will be done in small groups to the designated muster point.
10. **All Clear:**
 - The lockdown will end once the **Site Manager** issues the all-clear.

Lockdown Practice:

- **Illuminate AP** will conduct a full lockdown practice on a **termly basis** to ensure that staff and students are familiar with the procedures.
- Lockdown processes and procedures form a core part of the onboarding process for all staff and students at Illuminate AP. These protocols are clearly communicated and regularly reinforced to ensure a consistent and informed response in the event of an emergency, in line with our commitment to safeguarding and site safety.

Specific Staff Responsibilities:

On Site Manager:

- Upon notification of an incident requiring lockdown, immediately broadcast the lockdown message to all staff via radio and ensure the lockdown procedure is initiated.
- Take a register to ensure all staff, children, and young people are present and accounted for on-site.
- Once the building is secure and all individuals are in a place of safety, contact the appropriate emergency services.
- Contact the staff member responsible for any off-site groups, advising them to remain where they are if it is safe to do so and not to return to the provision at that time.
- Inform the **Illuminate AP Director** or **Illuminate AP Operational Managing Director** about the situation.
- Ensure a telephone line remains available for communication with the Directors and Emergency Services.

Illuminate Associate Director or AP Head of Operations:

- Liaise with the **On-Site Manager** and Emergency Services as needed.
- Notify **Brian Murphy (Director)** of the situation.
- Delegate a senior staff member to contact all Parents/Carers/carers and inform them of the situation.
- Manage any media inquiries or interest.

Student Instructions for Lockdown:

- In the event of a lockdown, you will hear a **pulsing whistle**.
- The provision will immediately follow the lockdown procedure. If the alarm sounds during a session, you must remain in your current location with staff until further instructions are given.
- **All movement** around the building will be stopped.
- **All external doors** will be locked, and no child or young person will be permitted to be outside the building.
- If you are outside during an activity, move immediately back into the building.
- If you are off-site with a staff member, follow their instructions. They may keep you off-site rather than returning to the building.
- Stay where you are, and your teacher will receive instructions and relay them to you.

- Staff may ask you to move away from doors and windows and sit underneath a table.
- Your teacher will instruct you to **place your phone on the desk**.
- The provision will send an email to your Parents/Carers informing them of the lockdown.
- You will be instructed to **text your Parents/Carers** to confirm you are safe. Only your teacher can authorise any further use of your phone.
- Await further instructions from staff, who will be notified when it is safe to return to regular activities or travel home via your usual transport.

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