IWYS

Alternative Provision

Lockdown & Critical Incident Policy

IWYS Alternative Provision Lockdown Policy

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the provision. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the provision)
- An intruder on the provision site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the provision
- The close proximity of a dangerous dog/animal roaming loose

The provision's lockdown plan is as follows:

Signals	
Signal for lockdown	Staff Panic Alarm Activated
Signal for all-clear	Verbal confirmation – telephone/Walkie-talkie or in person

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classroom/Office/Studio
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Mobile phones Walkie Talkie
Notes	If someone is taken hostage on the premises, the provision should seek to evacuate the rest of the site.

Ref	Initial response- Lockdown	tick/sign/time
L1	Ensure all pupils are inside the provision building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
L2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building . All adults.	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
L4	Ensure people take action to increase protection from attack: • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights • Stay away from windows and doors All adults are responsible for their own class.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	

L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan panic alarm, walkie or phone call ‘Code Red’
- Pupils who are outside of the provision buildings are brought inside as quickly as possible unless this endangers them or others. If children remain outside, they will move to the nearest place of safety on or off site.
- Those inside the provision should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the police immediately of any pupils not accounted for via telephone and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Stoke-on-Trent City Council to be notified.
- Parents will be notified as soon as it is practicable to do so via text message.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded, and everyone should leave the building via the nearest exit and assemble in Albert Square opposite in front of the building.

It is of vital importance that the provision’s lockdown procedures are familiar to all members of the provision staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole Provision' staff meetings, twice a year.

Partial Lockdown

Alert to staff: “Partial lockdown”

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the provision. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via verbal communication (Phone/Walkie Talkie.)
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice form the Emergency Services. This can then be communicated to staff and pupils.
“Partial lockdown” is a precautionary measure but puts the provision in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: **“Full lockdown”**

This signifies an immediate threat to the provision and may be an escalation of a partial lockdown.

Immediate action:

- All pupils to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- **At any point during the lockdown, the fire alarm may sound, and a verbal message via telephone which is a cue to evacuate the building.**
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail

Communication between parents and the provision

Advice regarding procedures is given in the provision on the provision website under the 'Important Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they :

- Are reassured that the provision understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the provision. Calling the provision could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the provision. They could interfere with emergency provider’s access to the provision and may even put themselves and others in danger.
- Wait for the provision to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told:

“ …the provision is in a full lockdown situation. External doors locked and nobody allowed in or out…”

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The provision site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Proprietor with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more sever scenario, Stoke-on-Trent Coty Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

Proprietor:	Charmaine Baines	**Date:**	November 2026
Business Support	Nikki Baines	**Date:**	November 2026