



regencysource

success through partnership

Lockdown Policy

January 2024

Introduction:

Regency Source Alternative Provision are committed to ensuring that all students and families understand the absolute importance of safety within and around the setting.

Rationale and Ethos:

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupils in the setting.

Lockdown procedures may be activated in response to any number of situations. These may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close.

In order to warn of these dangers, we would message on the internal phone system all staff on site that day.

Purpose:

The purpose for our lockdown policy is as follows:

- To create a culture in which students, staff and visitors are safe and protected.
- To form an active partnership with families to ensure protection of their children.
- To ensure pupils are aware of dangers of the world and how to react safely and effectively.

Policy Development Process:

This policy was formulated in consultation with:

- Members of staff through agenda items, briefings and staff meetings.
- Incident at the setting December 2023
- Children – pupils contribute to the ethos and culture of the provision through PSHE and student ambassador roles.
- Other partners including: Police, Animal Welfare and Parents/ Carers (when applicable)

Roles and Responsibilities:

Regency Source Alternative Provision will:

- Use the simple, clear messages via staff phones to communicate potential risk/situation.
- Remain calm and secure all exits, find the nearest exit and go to fire meeting point (if able to safely leave the setting as the threat is inside) limit visual from outside (close blinds) and ask all pupils to remain on the floor, low and still and making as little noise as possible. If outside

ask the pupils to move to the side and remain calm and quiet whilst phone calls are made to police or other support agencies.

- Staff within the area, will communicate via phone (texts) to say who and where they are in the building, and if needed CCTV screen will be turned off in office to ensure anonymity for those inside (if threat reaches top floor)
- Call made to police or required support made by designated safeguarding lead.
- Ensure a register is completed and all pupils remain in expected learning areas eg. Upper level, salon, Titchfield Park and that these are recorded on their individual timetables for each day. Any changes must be communicated to staff in daily morning briefings.
- Ensure pupils phones are securely locked away to limit communication and possible gaslighting of situations.

Families will:

- Discuss rationale and actions of this policy with their young person.
- Contact HT or Deputy of Regency Source if they are unsure of any content of the policy.

Students will:

- Ensure they are in a space where staff know they are.
- Now who to tell if they feel unsafe or under threat.
- Understand and follow the expected behaviours of the policy to ensure their and others safety.

Targets:

The target for all students and staff is to remain safe, practises will be undertaken up to four times during an academic year to ensure all pupils know. This is frequent as there are in year intakes for pupils so we must ensure all are aware of the actions we take.

Procedures:

All staff play a vital role in managing and demonstrating safe and consistent responses in relation to lockdown procedures.

Staff will communicate via text message on the specific days group. This will be to ensure all staff know the situation and can account for pupils and staff within their learning area.

Safeguarding Lead will then contact required further assistance via phone.

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 setting understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety
- Do not need to contact the setting. Calling could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the setting. They could interfere with emergency provider's access to the school and may even put themselves and others in danger

- Wait for the setting 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 site is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...”

Parents and carers will then be informed as soon as the situation has been resolved and how they will be able to collect their children.

Registers:

Registers are a legal document which must be completed fully and on time at AM and PM registration. Should a student not be registered, they will be marked as absent and a note on the register will be made.

Regency Source Alternative Provision recognise the DfE guidance on the use of attendance codes.

All staff are made aware of any attendance issues for all our students to ensure all pupils can be accounted for.

Staff will record themselves as present and any visitors will be recorded in the visitors' log.

General Data Protection Regulation:

All data within this policy will be processed in line with the requirements and protections set out in GDPR.

Monitoring and Review:

The Senior Leadership Team will monitor the effectiveness of the Lockdown Policy.

The Lockdown and all associated policies and procedures are subject to an annual review. In the event of any significant changes within the organization e.g. changes in legislation and/or changes to management arrangements within this timeframe, Regency Source reserves the right to make whatever changes it deems appropriate.

Any updated policies and procedures will be made available on the shared drive.

Policy Created	3 rd January 2024	T Birkin (Deputy Head of AP)
Policy Adopted	3 rd January 2024	SLT
Policy Reviewed		