

Pinnacle-AP Alternative Provision Lockdown Policy

This policy outlines the procedures for **Pinnacle-AP** in the event of an internal or external threat requiring immediate action to ensure the safety of all students, staff, and visitors. Given our location at a football ground with a large car park, specific considerations for these unique features have been integrated.

1. Purpose

The primary purpose of this policy is to provide clear, actionable guidance to minimise risk and protect individuals during an incident that poses an immediate threat to safety within or immediately outside the Alternative Provision premises. It aims to ensure a rapid, coordinated, and effective response to critical incidents.

2. Triggers for Lockdown

A lockdown will be initiated when there is an immediate threat to the safety of students, staff, or visitors. This includes, but is not limited to:

- **External Threat:**
 - Presence of a dangerous person on or near the Alternative Provision grounds/football ground complex.
 - Reported incident in the local community (e.g., armed robbery, police pursuit) that could impact the Alternative Provision.
 - Warning from emergency services (Police, Fire, Ambulance).
 - Dangerous animal on site.
- **Internal Threat:**
 - Intruder within the Alternative Provision building.
 - Serious violent incident between individuals on site.
 - Chemical spill or hazardous material incident within the building.
 - Any situation where evacuating is deemed more dangerous than sheltering in place.

3. Types of Lockdown

We operate two types of lockdown procedures, each with distinct responses:

3.1 Full Lockdown (External Threat / Imminent Danger)

This is initiated when there is an immediate and serious threat outside or potentially entering the Alternative Provision building. The objective is to secure the entire Alternative Provision site and prevent access from outside.

3.2 Partial Lockdown (Internal Incident / Precautionary)

This is initiated for an incident within the Alternative Provision building or a precautionary measure for an external, non-immediate threat. The objective is to secure specific areas or limit movement.

4. Roles and Responsibilities

4.1 Head of Alternative Provision / Designated Senior Leader

- **Authorise and initiate** lockdown procedures.
- **Liaise directly** with emergency services.
- **Manage internal and external communications** (e.g., parents/guardians, Football Ground management).
- **Coordinate "all clear"** signal with emergency services.
- **Ensure staff training** and policy drills are conducted.

4.2 All Staff Members (Teaching, Support, Admin)

- **Familiarise themselves** with this policy and participate in drills.
- **Immediately secure** their area/classroom upon alert.
- **Account for all students** under their care.
- **Follow instructions** from the Head of Alternative Provision/Designated Senior Leader and emergency services.
- **Provide reassurance** to students.

4.3 Students

- **Follow instructions** from staff promptly and quietly.
- **Remain calm** and move quickly to designated safe areas.
- **Avoid using mobile phones** unless explicitly instructed for emergency contact (e.g., by Police).

5. Lockdown Procedures

5.1 Initiation of Lockdown

1. **Alert System:** The lockdown will be initiated by a distinct, pre-arranged signal (e.g., a specific sequence of bells, a public address announcement stating "Lockdown, Lockdown, Lockdown"). This signal will be understood by all staff and students.
2. **Announcement:** A clear announcement will follow the signal, specifying the type of lockdown (Full or Partial) and brief instructions.

- *Example for Full Lockdown:* "Attention, attention. This is a Full Lockdown. Secure all areas. Remain out of sight."
- *Example for Partial Lockdown:* "Attention, attention. This is a Partial Lockdown. Secure your areas. Remain within classrooms/designated zones."

5.2 Actions During Full Lockdown

Upon hearing the "Full Lockdown" alert:

1. **Immediate Shelter:** All individuals, including those in the car park, outdoor areas, or common spaces, must immediately seek the nearest secure building or designated safe zone.
2. **Room Security:**
 - All external doors and windows must be closed and locked.
 - Internal doors to classrooms/offices must be closed and locked.
 - Blinds/curtains should be drawn to obscure visibility from outside.
 - Lights should be turned off.
3. **Out of Sight:** Staff and students must move away from windows and doors, crouching on the floor or behind furniture, out of sight.
4. **Silence:** All noise must be minimised. Mobile phones should be switched to silent/vibrate mode. No talking, singing, or any other sound that could indicate presence.
5. **Roll Call:** Staff must take an immediate, silent roll call of students present. Note any missing students or visitors.
6. **No Entry/Exit:** No one should enter or leave the room/building until the "all clear" is given by authorised personnel (Head of Alternative Provision or emergency services).
7. **Do Not Open Doors:** Do not open doors to anyone unless they are confirmed authorised personnel (e.g., uniformed police, Head of Alternative Provision) who can provide the pre-arranged secure password/code.

5.3 Actions During Partial Lockdown

Upon hearing the "Partial Lockdown" alert:

1. **Return Inside:** All individuals currently outside must immediately return to the nearest building.
2. **Secure Areas:**
 - All external doors to the Alternative Provision building should be secured to prevent unauthorised entry.
 - Internal classroom/office doors are closed but may remain unlocked, allowing controlled movement if necessary.
 - No blinds/curtains need to be drawn unless specifically instructed.
 - Lights remain on.
3. **Restricted Movement:** Movement within the building is restricted to essential personnel only. Students remain in their classrooms or designated safe areas.

4. **Business as Usual (Modified):** Learning and activities may continue within secured areas, but staff should be vigilant and prepared to escalate to a full lockdown if the situation changes.
5. **Roll Call:** Staff should take an immediate roll call and note any missing individuals.

6. Specific Considerations for Football Ground & Car Park

Our unique location requires specific attention during a lockdown:

- **Car Park Management:**
 - During a lockdown, the **car park will be considered an unsafe zone** for individuals. All efforts will be made to direct anyone in the car park into the main building immediately upon alert.
 - **Access points to the car park (if controllable)** will be monitored by Football Ground security or designated Alternative Provision staff to prevent further entry of unauthorised vehicles or individuals.
 - **Vehicles** should remain in place. Individuals should not attempt to leave in vehicles during a lockdown.
- **Public Access:**
 - Our proximity to the football ground means there may be periods of higher public traffic. During a lockdown, external doors will be immediately secured to prevent any unauthorised public access into the Alternative Provision premises.
 - Football Ground management will be informed immediately of a lockdown to assist with managing public access around the wider complex.
- **Outdoor Areas:**
 - Any Alternative Provision activities taking place on the football pitches or other outdoor areas must cease immediately upon lockdown alert. Students and staff must return to the main Alternative Provision building without delay.
- **Visitor Management:**
 - Visitors, including parents/guardians, on site at the time of a lockdown will be directed by staff to the nearest secure area and will be required to follow lockdown procedures. They will not be permitted to leave or enter until the "all clear."

7. Communication

7.1 Internal Communication

- **PA System:** The primary method for initial alert and instructions.
- **Handheld Radios/Internal Phone System:** For communication between key staff and the Head of Alternative Provision/Designated Senior Leader.
- **Pre-arranged Signal/Phrases:** For silent communication between staff if verbal communication is unsafe.

7.2 External Communication

- **Emergency Services (999/911):** The Head of Alternative Provision or Designated Senior Leader will immediately contact emergency services upon initiating a lockdown. Provide precise details of the situation and location.
- **Parents/Guardians:** Communication will be managed via the Alternative Provision's emergency contact system (e.g., SMS, email) *only when it is safe to do so* and in coordination with emergency services. Parents will be advised *not* to come to the Alternative Provision during a lockdown.
- **Football Ground Management:** Immediately inform Football Ground management to coordinate security and access control around the wider complex.

8. All Clear Signal

- The "all clear" will **only** be given by the Head of Alternative Provision/Designated Senior Leader, or directly by emergency services (Police).
- The "all clear" signal will be distinct from the lockdown signal (e.g., a specific phrase repeated several times: "All Clear, All Clear, All Clear - Resume normal activities").
- Upon the "all clear," staff should guide students out of secure areas calmly and methodically. A post-incident debrief will follow.

9. Training and Drills

- **Regular Drills:** At least two lockdown drills will be conducted each academic year (one announced, one unannounced) to familiarise all staff and students with procedures.
- **Staff Training:** All new and existing staff will receive comprehensive training on this policy.
- **Student Education:** Students will be regularly reminded of lockdown procedures and their role.

10. Policy Review

This policy will be reviewed annually, or immediately following any lockdown incident or changes in site layout/risk assessment, to ensure its continued effectiveness and relevance.