RED Everywhere

Lockdown Policy and Guide

January 2026

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RedEverywhere Park Square

Lockdown Policy & Operational Guide

Version: 1.0
Approval: Head of School (with Proprietor oversight)
Applies to: All staff, pupils, volunteers, visitors, contractors
Related policies: Safeguarding & Child Protection; Health & Safety; Fire Safety; Emergency Planning; Behaviour; Attendance; Data Protection; Educational Visits
Context: RedEverywhere Park Square shares a building with the constituency office of **Sir Nic Dakin, MP**. This guide includes shared-premises arrangements.

1. Policy Statement

RedEverywhere Park Square will protect pupils, staff and visitors by maintaining robust arrangements to **prevent**, **prepare for**, **respond to** and **recover from** incidents requiring **lockdown** (including invacuation and dynamic lockdown). Procedures are proportionate, trauma-informed, and reviewed after every drill/incident.

2. Objectives

- Provide clear **roles, alerts and room procedures** for partial and full lockdowns.
- Ensure **swift decision-making** and effective **communication** with Police and partners.
- Integrate **shared-premises protocols** with the MP's office.
- Evidence readiness through **training, drills and records**, with improvement actions tracked to closure.
- Safeguard pupils with **SEND/medical needs** and minimise post-incident harm via supportive recovery.

3. Scope

Covers all RedEverywhere Park Square activity on site during operating hours and any off-site activity under our control. Applies to all employees, volunteers, contractors and visitors, including those within shared spaces.

4. Definitions

- **Full lockdown:** Restrict entry/exit; secure rooms; occupants out of sight and silent until all-clear.
- **Partial lockdown / Invacuation:** Bring people inside; secure the perimeter; restrict movement away from windows/doors.
- **Dynamic lockdown:** Immediate, flexible actions in response to an unfolding threat.
- **Protected space:** A designated internal area with enhanced protection if required.

5. Legal & guidance alignment (non-exhaustive)

- School security and emergency planning guidance (DfE/UK Gov).
- Protective security principles for education settings and publicly accessible locations (ProtectUK).
- KCSIE; Health & Safety at Work; Fire Safety Order; RIDDOR (as applicable).
- Local Police and CTSA (Counter Terrorism Security Adviser) liaison.

6. Risk context

Sharing a building with a public office (MP constituency office) increases:

- Visitor footfall and unpredictable public interactions.
- Potential protest or targeted activity.
- Media interest.

A **joint protocol** (Appendix E) sets contacts, triggers and building-wide response.

7. Triggers

- Person with a weapon or violent behaviour on/near site.
- Police direction due to a nearby serious incident.
- Suspicious package/credible bomb threat (bomb threat SOP applies).
- Protest targeting the MP's office that affects site safety.
- Any other credible safeguarding/security threat.

8. Roles & responsibilities

Head of School (Lockdown Controller)
Decide activation level; trigger alerts; liaise with Police; issue all-clear; lead debrief and improvement plan.

Deputy / Comms & Rooms Lead
Issue alerts; coordinate room-by-room checks and headcounts; maintain incident log; collate reports.

DSL/DDSL
Safeguarding oversight; support for pupils during/after incidents; ensure records are made and concerns escalated.

Premises Lead
Manage access control, doors and shared lobbies; support invacuation; secure plant/utilities as directed.

All staff
Execute room procedures; keep calm and silent; headcount; refuse entry until verified all-clear.

Reception / Front-of-House
Restrict entry/exit immediately; invacuate any public in reception; stop deliveries.

MP's Office Manager (shared building)
Follow building-wide alert; invacuate/lock down their suite; share live information with the Head of School contact.

9. Communication & alerting

- **Activation phrase (full lockdown): “Marcus is coming in today.”**
- **Partial lockdown / invacuation phrase: “Please continue inside.”**
- **All-clear phrase: “The timetable returns to normal.”**

Primary alert: PA/radio/Teams broadcast using the code phrases (avoid the word *lockdown*).
Secondary alert: Mobile cascade to the staff broadcast list if primary fails.
Police: Dial **999**; state **“School lockdown in progress”**, location, threat, numbers (including vulnerabilities), and the on-scene contact (Head of School).
Parents/carers: No live updates unless Police instruct. Post-incident SMS/email and website notice.
Media: Managing Partner or delegated spokesperson only.

Because the activation phrase uses a person’s name, all staff and the MP’s office must be briefed to **avoid casual use** of the phrase.

10. Procedures

10.1 Activation

1. **Head of School** confirms threat and triggers the appropriate phrase.
2. **Rooms:** lock/secure; cover vision panels if instructed; move out of sight; silence devices; remain calm.
3. **Headcount:** list all present, including visitors/contractors.
4. **Reception:** invacuate any public and secure lobby; stop deliveries.
5. **Police:** notify/liaise as above; follow instructions.

10.2 During Lockdown

- Keep low, out of sight and silent; no calls unless essential.
- Do **not** open doors or respond to knocks/voices until verified all-clear.
- In partial lockdown, continue quiet activity away from windows/doors.

10.3 If a room cannot be secured / last-resort measures

Apply **Run–Hide–Tell**; only **Run–Hide–Fight** as an absolute last resort following Police guidance.

10.4 All-Clear & Return to Learning

- **All-clear phrase: "The timetable returns to normal."** (Head of School/Police only.)
- Controlled return to learning or managed dismissal as Police advise.
- Begin post-incident communications and debrief.

11. SEND, Medical and Additional Needs

- Pre-plan support: calming kits, sensory aids, visual task cards, noise-reducing headphones.
- Ensure **medical plans (IHPs)** and emergency kits are accessible.
- Provide symbol/communication cards for non-verbal pupils.

12. Visitors, Contractors and Deliveries

- During activation, **no entry** to the building.
- Visitors on site follow staff direction and are included in headcounts.
- Contractors **down tools** and invacuate; deliveries held off-site.

13. Physical and technical measures (p.16)

- **Access control:** staff fobs; vigilant reception.
- **Zoning & compartmentation:** swift-closing doors; marked **safe rooms**.
- **Signage:** "Invacuate here" at shared lobbies; discreet prompts in learning spaces.
- **Communications:** quiet alert capability; radios; battery back-ups.
- **Lockdown kits** in teaching spaces (see Appendix I).
- **CCTV (if installed):** monitored in line with data protection.
- **Protected spaces:** at least one interior room identified and maintained.

14. Training, Exercises and Drills

- **Induction** for all staff (code phrases; room actions; SEND considerations).
- **Annual refreshers** for all staff (mid-year top-ups for joiners).
- **Termly exercises:** at least one **table-top** and one **practical drill** (partial or full).
- **Shared-building**: at least one **joint table-top** annually with the MP's office.
- Record drills using **Appendix D** and close actions to **Green** status.

15. Records, Data and Reporting

- Maintain an **incident log** (times, decisions, Police incident number).
- Keep **drill records** and debrief notes; share a **termly summary** with the Proprietor.
- Consider RIDDOR/HSE or LA notifications where applicable.
- Retain records for **minimum three years** (longer if a significant incident prompts extended retention).

16. Equality & inclusion

Procedures must be delivered without discrimination and with reasonable adjustments for pupils and staff with additional needs. See **Appendix M (Equality Impact)**.

17. Review & Assurance

- **Owner:** Head of School; oversight by Proprietor.
- **Cycle:** At least **annually** and after any drill/incident or material change.
- **Next review due:** [Insert date one year from approval].

Appendices

Appendix A Lockdown Decision Aid

1. Identify the threat

- Inside/entering the building → **Full lockdown**.
- Outside/nearby → **Partial lockdown/invacuation**.
- Suspicious package/credible bomb threat → **Bomb Threat SOP** (Appendix F) + Police.

2. Trigger the appropriate phrase

- Full: **“Marcus is coming in today.”**
- Partial: **“Please continue inside.”**

3. Immediate controls

- Secure rooms; move out of sight; maintain silence.
- Reception secures lobby and invacuates public.
- Call **999**; share location, threat, numbers, vulnerabilities, contact.

4. Maintain safety

- Do not open doors until the **all-clear**: **“The timetable returns to normal.”**
- If a room cannot be secured: **Run–Hide–Tell** (Run–Hide–Fight only as a last resort).

5. After all-clear

- Welfare checks; first aid; controlled return/dismissal; communications; debrief and actions.

Appendix B - Standard Scripts

Activation (full lockdown):

“Marcus is coming in today.”

Partial lockdown / invacuation:

“Please continue inside.”

All-clear:

“The timetable returns to normal.”

Parent/carer message (post-incident):

“There was a security incident today. All pupils and staff are safe. Police attended/advised. Learning has now resumed / We will dismiss at [time]. We will share any further updates by email.”

Press line (spokesperson only):

“An incident occurred near our site today. Our lockdown procedures were activated as a precaution. All pupils and staff are safe. We are co-operating fully with the Police.”

Appendix C - Room Poster

LOCKDOWN — QUICK ACTIONS

1. Lock/secure the door.
2. Move everyone out of sight lines.
3. Silence devices; remain quiet.
4. Headcount and list names (include visitors).
5. Wait for all-clear: **“The timetable returns to normal.”**
   Do not open the door to anyone until the verified all-clear.

Appendix D - Lockdown Drill Record

D1. Drill Details

Field	Entry
Drill ID	
Date (DD/MM/YYYY)	
Start Time (24h)	
End Time (24h)	
Term (e.g., Autumn 1)	
Type (Partial / Full)	
Scenario (External / Internal / MAST)	
Activation phrase used	**Marcus is coming in today**
All-clear phrase used	**The timetable returns to normal**
Areas involved (Rooms/Zones)	
Shared-building involvement (Yes/No)	
Police notified (Yes/No/N/A)	

D2. Observations & Timings

Field	Entry
Observed pupil response (Calm / Silent / Other)	
Observed staff response (Procedure Followed / Needs Coaching)	
Headcount complete (Yes / No / Partial)	
Comms worked (Primary / Secondary / Both / Neither)	
Door security achieved (All / Most / Some)	
Time to lockdown (mm:ss)	
Time to all-clear (mm:ss)	
Safeguarding/medical issues (Y/N)	
Notes (issues & observations)	

D3. Evaluation & Actions

Field	Entry
RAG rating (Green / Amber / Red)	
Immediate fixes applied	
Improvement actions required	
Action owner	
Action deadline (DD/MM/YYYY)	
Follow-up check date (DD/MM/YYYY)	
Follow-up status (Open / Closed)	
Author (Drill Lead)	
Approval (Head of School)	

RAG Key

- **Green:** Procedures followed; communications effective; headcount complete; no material issues.
- **Amber:** Minor issues (e.g., timing/localised comms/coaching) with clear remedial actions.
- **Red:** Significant failures (e.g., comms failure/unsecured rooms/safeguarding concern). **Immediate action** required.

Sampling & cadence (minimum)

- Termly: at least **one table-top** and **one practical drill**; vary times/scenarios.
- **Joint table-top** annually with the MP's office.
- **Re-test** Amber/Red issues within **10–20 school days**.

Appendix E - Shared-Building Joint Protocol

Parties: RedEverywhere Park Square (COO / Premises Lead / DSL/DDSL) and **MP's Office Manager** .

Purpose: To coordinate **prevention**, **alerting**, **response** and **recovery** across shared spaces.

Contacts (kept up to date):

- COO : Alex Steeples COO alex@redeverywhere.co.uk
- MP's Office Manager: [Name, mobile, email]
- Premises Lead: Ana Morris rentals@northlincsprpoerty.com
- Police Liaison/Neighbourhood Team: **Inspector Katie Call /Sergent Will Harrison**

Shared triggers and alerts:

- Either party may trigger a **building-wide response**.
- **Code phrases** adopted (Appendix B).
- Reception/enquiry points immediately invacuate to the nearest safe room.

Zoning & lobbies:

- Clear **invacuation signage**; staff placement during activation to prevent egress/ingress; lift/stairs protocols.

Information sharing during incidents:

- Use agreed channels (direct phone, Teams, radio).
- Share Police incident number when issued.

Exercises:

- **Annual joint table-top**; lessons learned shared, and actions tracked.

Post-incident:

- **Joint Debrief** within 10 working days; update protocol and training as required.

Appendix F Bomb Threat / IED Quick Reference

If a threat is received by phone:

- Keep caller talking; note exact words; ask: *Where is it? What does it look like? When will it go off? Why? Who are you?* Note voice, background noises, number/time.
- Signal a colleague to call **999** (silent alert if possible).
- Complete the bomb threat form and pass to Head of School/Police.

If a suspicious item/package is identified:

- **Do not touch or move** the item.
- Clear and **isolate the immediate area**; prevent use of radios/phones near item if advised by Police.
- Follow Police instructions on invacuation/evacuation and cordons.
- Record decisions and timings.
- Post-incident: welfare checks; debrief; update risk assessment.

Appendix G - Parent/Carer Communications Templates

Website/letter

Explain that the school has lockdown procedures; parents must **not** attend site during an incident; updates will follow once safe, usually by SMS/email and website.

Post-incident SMS/email:

"**There was a security incident near our site today. Our lockdown procedures were activated as a precaution. All pupils and staff are safe. Learning has now resumed / Dismissal will be at [time]. We will provide further information by email.**"

Extended FAQ (if required):

Why lockdowns occur; what the phrases mean; how parents can help; where updates will appear; who to contact for welfare concerns.

Appendix H - Staff Induction & Training Checklist

- Policy read and understood (sign-off).
- Code phrases memorised; **avoid casual use**.
- Room-level procedures walked-through; classroom poster location.
- SEND and medical considerations for pupils on your register.
- Use of PA/radios/Teams and fallback cascade.
- Shared-building protocol awareness (MP office).
- Date of next table-top and practical drills.

Appendix I - Lockdown Kit

- First-aid basics; foil blankets.
- Class list; pen; incident card; small torch.
- Optional door strap/wedge (only if safe/approved).
- Noise-reducing headphones; fidget items/grounding aids for SEND.
- Mini privacy film for vision panel if not already fitted.

Appendix J - Communications Failure Fallback Plan

If PA/radios fail:

1. **Teams broadcast** via staff WhatsApp .
2. **Mobile cascade** by COO (pre-loaded group).
3. **Runners** (last resort): two staff members to each floor/zone delivering the phrase and returning immediately.

Log the failure, cause and rectification; test within five school days.

Appendix K - Post-Incident Debrief Template

Debrief within 48 hours (earlier if possible) led by COO or Lead Teacher.

- Timeline reconstruction; what was known/decided; Police liaison.
- What worked well; barriers; technical issues.
- Pupil/staff welfare needs; referrals and follow-up.
- Communications (parents/media/partners).
- **Action plan** with owners, deadlines, and re-test date.
- Governance: summary to SLT and Non Executive Board Chair update risk register.

Appendix L - Risk Register Entries

- **L-01 Threat entering building** -controls: access control, zoning, drills.
- **L-02 Protest at shared entrance** - controls: joint protocol, invacuation signage, Police pre-notification when appropriate.
- **L-03 Comms failure** -controls: fallback cascade, battery back-up, monthly comms check.
- **L-04 SEND distress** - controls: calm kits, staff training, personalised strategies.
- **L-05 Bomb threat** - controls: staff script, form, Police liaison, cordon awareness.

Appendix M - Equality Impact

- Anticipated impacts reviewed for pupils with SEND, EAL, sensory sensitivities and mobility impairments.
- Reasonable adjustments: communication cards, headphones, proximity seating plans, visual schedules, safe positions mapped, buddy systems.
- Staff with disabilities: ensure accessible protected spaces and clear routes.

Appendix N Version Control

v1.0 (Date): Initial adoption; activation phrase set to **“Marcus is coming in today”**; all-clear **“The timetable returns to normal”**.

Implementation checklist

1. Brief **all staff and the MP’s office** on the code phrases and shared protocol.
2. Print **Posters** (Appendix C) for every learning/support space.
3. Add **Appendix D** drill form to your safeguarding/operations drives and schedule:
    - Table-top (within 7 days).
    - Practical partial lockdown drill (within 3 weeks).
4. Publish the **parent summary** (Appendix G) on your website and in induction packs.
5. Monthly **comms resilience check** (PA/radios/Teams/cascade) and record result.

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