

Date of last review:	October 2025	Review period:	Annual
Date of next review:	October 2026	Owner:	Director of Finance and Business



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Lockdown procedure

History of Procedure Changes

Date	Section	Change	Origin of Change
Sept 2024	Signals	Emphasis to avoid using alarms to alert intruder	Best practice advice

Lockdown is necessary when children and staff need to be locked within buildings for their own safety. For example, there may be a hostile intruder, terrorist attack or other criminal activity. All staff should be aware of the lockdown procedure for their site.

Signals

Alarm or signal for lockdown shelter	Word of mouth Google All Staff Chat All Staff Email
Signal for stand down/all-clear	As above. SLT to walk the building to check all staff and students know the lockdown is over and reassure them as necessary.

Staff responsibilities

<i>Member of staff</i>	<i>Responsibility</i>	<i>Emergency contact information</i>
Academy Leader (Business Manager in absence of Academy Leader; another member of the SLT in the absence of the Academy leader and Business Manager)	Decide on the type of response needed, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	Ben Hillier 01722 597970
SLT	Escort visitors to a point behind the secure line. Check for students on the MUGA.	Craig Chambers, Nicola Miller, Kathryn Clarkson 01722 597970
PA to Head of College	Communicate with parents. Post on student classrooms advising all students on site to go to a point behind the secure line. Post on student classrooms advising all students not on site to stay away.	Ruth Bodimeade 01722 597970
Classroom staff	Bring students behind secure line, preferably in classrooms or offices. Stay with students.	All teaching staff
Front office staff	Ensure front doors are secured. Monitor CCTV and advise SLT of anyone attempting to gain entry	Teresa Salmon/Hazel Wright/James Denton
SLT/Site staff	Advise staff to switch off the aircon panel on the wall of the classroom. The lift is currently the only breach in the secure line. The quickest way to prevent it from accessing floor 2 and 3 is to call it to one of these floors, open the doors and jam them open with a chair. This will prevent the lift from being called to the ground floor.	Craig Chambers, Nicola Miller, Kathryn Clarkson Lift disabling: Lisa Rodway, Steve Barrington. Backup: Lainey Hughes

Plan

All proceed to safe assembly points	<p>All staff and students proceed to locations behind the secure line; 2nd and 3rd floors, floor 1, Office.</p> <p>The lead person in each room will be the Class Teacher/Line Manager.</p> <p>If possible, check for missing/injured students, staff and visitors.</p> <p>Please note that once the building is locked down, doors cannot be</p>
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	opened until 'all clear'. Any students en route to college should be advised to seek cover in the first public building they encounter via Google Classroom and Chat.
Secure access points	Close windows and doors All secure line doors apart from front doors are maglocked. It is possible that an intruder will set off the fire alarm, in which case, mag locks will drop. If a lockdown has been declared, Staff should stay in the classrooms until told to move by SLT/messaging service
Take steps to increase protection	<ul style="list-style-type: none"> • Barricade doors and windows • Each classroom door should be secured by using a door wedge (which can be wedged on the inside of the door - which is the quickest and easiest way to prevent access from the corridor.) • Ensure potential weapons are locked away (eg kitchen knives, cleaning products, tools) • Close blinds • Position everyone away from sightlines of doors and windows (this is likely to be under a desk) • Turn off lights • Turn devices to silent mode and stay as silent as possible • Share instructions silently using screens • Turn off fans and air conditioning in the room (reduces risk of chemical/biological attack) • Ensure that everyone in a room is made aware of an exit point in case the situation changes and when to use it. A "blind" evacuation could put people in more danger.
Communication arrangements	<ul style="list-style-type: none"> • Instant messaging via Google Chat

Remain secure until an all clear has been given or told to evacuate by emergency services

Alternative place of safety (if site needs to be evacuated)

Venue	Churchill Gardens, Churchill Way S, SP1 2JN
Contact details	Public space
Useful information	Open day and night throughout the year, located less than five minutes south of the college, accessed either by Tollgate Road and crossing A36 or through the pedestrian gate beyond the staff car park, down Marina Road and through Wiltshire College car park.

Other contact information

The following organisations may need to be contacted in the event of a lockdown:	
Emergency Services (Fire, Police, Ambulance)	999
Local Police	101
Local Fire Service	01722 691000
Wiltshire Council Children's Services	01225 713764
Wiltshire Council Passenger Transport Unit	01225 713365
Wiltshire Council (property related emergencies)	0845 602 4149
Wiltshire Council (emergency out of hours duty service)	0845 607 0888
Wiltshire Council Designated Officer for Allegations (DOFA)	01225 718079
Wiltshire Council Multi Agency Safeguarding Hub (MASH)	0300 456 0108
Spire FM (local radio)	01722 416644
BBC Radio Wiltshire (local radio)	01793 513652
Salisbury Journal (local newspaper)	01722 426500
Out of Hours Contacts for Key Members of Staff, Trustees & Governors	
Telephone numbers are recorded on The Trust Governor portal and updated by the relevant individual.	

Appendix: Lockdown drill check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace.

In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		

Step	Time	Signed
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		