

**Green Corridor**  
**Lockdown**  
**Policy & Procedure**

## Document Control

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Description	This document describes Green Corridor's procedures for locking down our centre against a perceived threat to staff learners, visitors or property.
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### PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	Location
Safeguarding	GC Policies & Procedures

### CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date

Please return this signed copy to your individual Policies and Procedures folder for future reference.

## Introduction:

Green Corridor recognises the potentially serious risk to staff, learners and visitors and property in the event of an emergency or harmful situation. A site lockdown may take place where there is a perceived risk of threat.

## Policy:

All Green Corridor staff, learners and visitors must be able to work in a safe and secure environment. Whilst schools and colleges continue to be amongst the safest places, no learning institution can afford to ignore the potential threat of, and impact arising from, security related issues such as vandalism, arson or more serious incidents involving knife or gun crime or a terrorist attacks, especially given our proximity to Heathrow Airport.

Our lockdown policy aims to:

- reflect the balance between maintaining an open and welcoming environment for learners, visitors and the wider community, and protecting them from harm;
- create a culture in which staff and learners recognise and understand the need to be vigilant about their own safety and that of others.

The following simple lockdown procedure is based on a realistic assessment of threats, a shared understanding of how to react to such threats and clear communication in terms of what action is expected from staff learners and visitors in the event of an incident.

## Procedure:

A lockdown will be initiated by any member of staff over the radio using the clear unequivocal instruction “**Run, Hide, Tell**” repeated 3 times, in line with National Police Chief’s Council advice:

- **RUN** – Staff will then quickly move learners in their class, and any associated visitors, out of sight into the nearest secure shelter e.g. main office, portacabin classrooms, barn and green cabin on T5 site (not polytunnels);
- **HIDE** - Once inside close and lock the door, draw the blinds and barricade yourself in if you can;
- **TELL** - Then finally, and only if it is safe to do so, tell the police by calling 999. The member of staff who initiated lockdown should phone the police but if due to the nature of the incident its not clear if this has happened all staff should feel free to call 999.

**During lockdown there is significant temptation to contact family and friends both for staff and learners. This is actively discouraged as any additional civilians attempting to travel to or enter our site could impede the emergency response.**

Everyone will remain out of sight and keep as quiet and calm as possible until further instructions are received from the emergency services. When we are completely sure the danger is over we will leave our safe places and continue activities as far as possible. The CEO or Head of Education will contact parents / carers and Chair of Trustees to inform them of the incident and it will be recorded in the incident book.

### **Lockdown Practice**

As with fire drills, it is important that the lockdown procedure be practised in order that both staff and learners are made familiar with the process and any problems with the Run Hide and Tell procedure can be identified and corrected. This lockdown procedure will be practised termly and new starters will be briefed on the lockdown procedure as part of their induction process.