

# The ReConnect Programme – Lockdown Policy & Procedure

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| <b>OWNERSHIP:</b>     | The ReConnect Programme |
| <b>AUTHORISED BY:</b> | Chief Operating Officer |
| <b>REVIEW:</b>        | August 2027             |

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## Purpose

This policy sets out The ReConnect Programme's arrangements for protecting young people, staff, visitors and contractors when an actual or suspected threat makes it safer to restrict movement, secure the site or take shelter. It provides a clear framework for activation, communication, accountability, safeguarding and recovery.

## Scope

This policy applies to all ReConnect sites, activities and vehicles and to employees, directors, agency staff, facilitators, volunteers, contractors, visitors and young people. It applies during normal provision, meetings, events, trips and any period when ReConnect controls or occupies a premises.

## Objectives

- protect life and reduce the risk of physical and psychological harm
- provide clear and consistent actions for a partial or full lockdown
- ensure staff understand who may activate a lockdown and what they must do
- account for young people, staff and visitors as far as safely possible
- maintain effective communication with emergency services and families
- make reasonable adjustments for disability, SEND and individual vulnerability
- test, review and improve site-specific arrangements

## POLICY

### Definitions

| Term             | Meaning                                                                                                                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lockdown         | Restriction of movement within or around a site because remaining secured is judged safer than normal movement or evacuation.                                |
| Partial lockdown | A precautionary response in which external movement and access are restricted while controlled activity may continue inside.                                 |
| Full lockdown    | An immediate response in which people secure themselves in the safest available location, minimise visibility and movement, and await verified instructions. |
| Invacuation      | Moving people into a building or protected internal area to shelter from an external threat or hazard.                                                       |

|            |                                                                                                                                                   |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Evacuation | Moving people away from a building or location. Evacuation may be safer than lockdown where the threat is inside or approaching the secured area. |
| All clear  | A verified instruction from the police or authorised incident lead that lockdown actions may end or change.                                       |

## **Circumstances That May Require Lockdown**

A lockdown may be considered in response to:

- an intruder, violent person or weapons-related incident on or near the site
- a terrorist attack, suspected attack or credible threat
- serious criminal activity or police operations nearby
- a dangerous animal, public disorder or hostile crowd
- a chemical, smoke, air-quality or other environmental hazard outside
- any incident where restricting movement is reasonably believed to reduce harm

The safest response is threat-dependent. Staff must follow verified instructions and use professional judgement where immediate danger makes the normal procedure unsafe. A lockdown must not delay calling 999 where there is an immediate threat to life.

## **Site-Specific Lockdown Plan**

Each site must maintain a concise operational lockdown plan. For security, exact alert methods, room locations, access details and tactical information will be held in a controlled site annex rather than published in this policy. The annex must identify:

- the primary and backup lockdown signals and how they differ from the fire alarm
- who may activate lockdown and how 999 will be contacted
- suitable protected rooms and alternative locations
- methods for securing doors, windows, gates and access points
- primary and backup internal communication methods
- register, visitor, contractor and off-site accountability arrangements
- individual support, medication, mobility and communication requirements
- rendezvous and evacuation arrangements if directed by emergency services
- how the all-clear will be authenticated and communicated

## **Roles and Responsibilities**

### **Chief Operating Officer and Directors**

- Approve this policy and ensure proportionate resources and oversight.
- Assess whether Martyn's Law duties apply to premises or events and maintain required arrangements.
- Coordinate strategic communications, business continuity and post-incident review.

### **Head of Provision and Site or Incident Lead**

Maintain and test the confidential site-specific lockdown plan.  
Assess information and activate lockdown without avoidable delay when necessary.  
Contact emergency services, provide accurate information and follow police direction.  
Coordinate accountability, communication and the verified all-clear.  
Record drills, incidents, decisions and learning.

### **All Staff and Workers**

Know the lockdown signal, nearest suitable locations and communication method.  
Follow instructions promptly while responding dynamically to immediate danger.  
Support young people calmly, maintain supervision and make reasonable adjustments.  
Silence devices, protect sensitive information and avoid unverified communication.  
Participate in training, drills and debriefing.

### **Young People**

Young people will be taught, in an age-appropriate and non-alarming way, to follow staff instructions, move calmly, remain quiet where required and avoid contacting or approaching a suspected threat. Expectations will be adapted to communication, SEND and emotional-regulation needs.

### **Activation and Initial Actions**

Any staff member who identifies an immediate threat should warn others using the quickest safe method and contact 999 when safe. The Site or Incident Lead will activate the agreed lockdown signal where practicable. Staff must not wait for senior approval if delay would expose people to immediate danger.

The person contacting 999 should provide the site address, nature and location of the threat, description and direction of travel where known, injuries, number of people affected, safe contact details and any access information requested. Staff must not investigate, confront or approach a suspected attacker or dangerous person.

### **Partial Lockdown Procedure**

During a partial lockdown, staff should follow the site plan and, where safe:

- bring people who are immediately outside into the nearest safe building
- secure external doors, windows, gates and access points without exposing themselves
- stop outdoor activity, arrivals, departures and unnecessary movement
- take registers and account for young people, staff and visitors
- continue calm internal activity only where authorised and safe
- monitor verified instructions and be prepared to escalate to full lockdown or evacuate

### **Full Lockdown Procedure**

On a full lockdown signal or clear warning of immediate danger, staff should act without delay and, where safe:

- move themselves and young people into the nearest suitable protected space
- lock or secure doors and close windows, blinds or curtains
- move away from doors, windows and sight lines and take cover where appropriate
- turn off lights and screens where this reduces visibility
- silence mobile phones and other devices, including vibration where possible
- maintain silence and calm, using quiet regulation support for young people
- take a register or make a headcount without creating additional risk
- report missing, injured or additional people through the agreed channel without leaving safety
- do not open a door or leave until directed by police or through an authenticated all-clear

Emergency services may use forceful entry and direct language. Everyone must keep hands visible, avoid sudden movements and follow police instructions. Staff must not assume that an alarm stopping, a message from an unknown number or activity outside means the incident has ended.

### **If Outside, Off Site or in a Vehicle**

People outside should not automatically return to a building. If a safe route exists, move away from the threat to a place of safety, take cover and contact 999. If the threat is external and the nearest building is clearly safer, enter and secure it. Staff must use dynamic judgement and follow police instructions.

Groups off site must remain at or move to their planned safe location and contact ReConnect when safe. Drivers should not approach a locked-down site. They should move away from danger, park safely, secure the vehicle if appropriate and follow emergency-service directions. The administration or incident team will coordinate reunification when authorised.

### **Run, Hide, Tell**

Where a firearms or weapons attack is occurring and remaining in place is unsafe, staff should apply current national Run, Hide, Tell principles: run to safety if a safe route is available; otherwise hide, secure the location and silence devices; then tell the police by calling 999 when safe. Staff must not leave a secure location merely to collect others where doing so would increase danger.

### **Accountability and Missing Persons**

Registers, staff attendance, visitor logs and planned off-site movements must be maintained accurately and accessible through a primary and backup method. During lockdown, staff should account for those with them and report status using the agreed method only when this can be done safely.

A missing person must be reported to the Incident Lead and police with their last known location and relevant risk information. Staff must not leave a secure space to search unless directed by emergency services or an immediate life-saving opportunity can be taken without disproportionate risk.

### **SEND, SEMH, Medical and Accessibility Arrangements**

Site plans and individual risk assessments will identify people who may need additional support because of mobility, sensory, communication, medical, trauma or emotional-regulation needs. Adjustments may include visual prompts, simple scripts, ear defenders that still allow essential instructions, access to medication, a familiar adult, an alternative protected room or a personal emergency plan.

Staff should use calm, concise instructions and avoid unnecessary physical contact or restraint. Where a young person's distress creates immediate danger, staff must use the least restrictive response consistent with safety, their training and ReConnect's Restrictive Intervention Policy. Any intervention must be reported and recorded.

### **Visitors, Contractors and Deliveries**

All visitors and contractors must sign in, remain identifiable and follow staff instructions. Hosts are responsible for briefing visitors on essential emergency arrangements and accounting for them where practicable. Deliveries and new arrivals must not be admitted during lockdown unless directed by police or required to prevent immediate harm.

### **Communication During an Incident**

Emergency-service instructions take priority. Internal communication must be brief, factual and limited to approved channels. Staff must not post, livestream, photograph or share information about the incident on social media, contact the media, or circulate unverified information. Location details, police activity and the position of people sheltering must be protected.

The Incident Lead or authorised communications lead will provide information to parents, carers, commissioners and staff when safe and appropriate. Messages should confirm what can safely be shared, what action recipients must take and that they must not attend the site unless instructed. Media enquiries must be referred to the authorised spokesperson.

### **Parents, Carers and Reunification**

Parents and carers will be told not to call repeatedly, travel to the site or attempt to collect a young person during an active lockdown. Doing so may obstruct emergency services or increase risk. ReConnect will communicate through agreed channels when safe.

Release or reunification will occur only after police or the authorised Incident Lead confirms it is safe. Identity and collection permissions will be checked. Young people will not be released to an unauthorised person or allowed to leave independently unless this is part of their approved arrangement and remains safe in the circumstances.

### **Ending Lockdown**

Only police or the authorised Incident Lead may issue the all-clear, using the site plan's authentication method. The all-clear may direct people to remain in place, evacuate, move to another location or begin controlled reunification. Staff must continue to supervise young people and preserve potential evidence.

## **Post-Incident Actions**

Following an actual lockdown, leaders will:

- confirm the safety and location of all persons and arrange medical assistance
- notify parents, carers, commissioners and relevant authorities as appropriate
- secure records, CCTV and other evidence and maintain confidentiality
- record the timeline, decisions, communications and actions taken
- consider safeguarding referrals and support for affected young people and staff
- provide a trauma-informed debrief without requiring people to recount events publicly
- review business continuity, site security and lessons learned with relevant agencies

No public statement or detailed incident account may be issued without authorisation. Staff should be reminded that normal safeguarding, data protection and whistleblowing routes remain available.

## **Training and Drills**

Staff will receive lockdown awareness during induction and refresher training at least annually. Training will cover recognition of threats, activation, site actions, communication, accountability, Run Hide Tell, SEND adjustments and post-incident responsibilities.

Site-specific exercises will be proportionate, planned and risk assessed. Young people and families will be informed in advance where appropriate. Drills must not use realistic weapons, simulated violence, surprise tactics or effects likely to cause trauma. Individual participation may be adapted where a drill would create disproportionate distress or risk.

Every drill will be recorded and reviewed. Learning will be shared on a need-to-know basis, and the site plan will be updated where necessary. Police or protective-security advice will be sought for complex arrangements.

## **Prevention and Site Security**

ReConnect will maintain proportionate security measures, including controlled access, visitor management, secure keys and access devices, reliable communications, accurate attendance records, staff identification, clear reporting routes, external-area awareness and maintenance of doors, windows, gates and alarms.

Staff must report suspicious behaviour, threats, security defects, lost keys or passes and unauthorised access immediately. They must not investigate suspicious packages, touch an unknown item or share access codes or tactical security information without authority.

## **Records, Confidentiality and Data Protection**

Training, drills, incidents and reviews will be recorded and retained in accordance with ReConnect's Data Protection Policy and retention arrangements. Site-specific tactical information will be restricted to those who need it. Records shared with police, commissioners or safeguarding agencies must be accurate, necessary and secure.

## Monitoring and Review

The COO and Head of Provision will monitor implementation through drills, incident reports, security checks, staff feedback, attendance systems and post-event reviews. This policy and each site annex will be reviewed at least annually and after any activation, significant drill, site change, event-capacity change or relevant update to law, police advice or government guidance.

## Related ReConnect Documents

- Safeguarding and Child Protection Policy
- Business Continuity Plans
- Health and Safety Policy
- Fire and Evacuation Procedures
- Transportation Policy
- Physical Intervention Policy
- SEND and Individual Risk Assessment arrangements
- Data Protection Policy and Privacy Policy
- Communications and Media arrangements

## Appendix 1: Lockdown Action Card

| Stage     | Immediate action                                                                                                  |
|-----------|-------------------------------------------------------------------------------------------------------------------|
| Recognise | Identify the threat. Do not investigate or approach it.                                                           |
| Alert     | Use the agreed signal or quickest safe warning method. Call 999 when safe.                                        |
| Protect   | Run if a safe route exists, otherwise secure and hide. Move away from sight lines, silence devices and keep calm. |
| Account   | Check who is with you and report status only through the agreed method when safe.                                 |
| Wait      | Do not open doors or leave for an unverified message. Follow police or authenticated instructions.                |
| Recover   | Continue supervision, obtain help, preserve evidence, record actions and take part in support and review.         |

This action card is a summary only. Staff must know the controlled site-specific plan, including the actual signal, protected locations and communication channels.

## Appendix 2: Key Legal and Guidance Framework

- Terrorism (Protection of Premises) Act 2025 and current statutory guidance
- Current Department for Education school and college security guidance, used as benchmark practice
- ProtectUK guidance on lockdown, evacuation, invacuation and protected spaces
- National Police Chiefs' Council Run Hide Tell guidance
- Health and Safety at Work etc. Act 1974
- Equality Act 2010

Children Act 1989 and Children Act 2004

Keeping Children Safe in Education 2026, used as benchmark practice

UK GDPR and Data Protection Act 2018

Current law, statutory guidance and emergency-service instructions take precedence where requirements change or an incident requires a different response.

## **Policy Context**

AP context (non-school AP): The ReConnect Programme operates as a non-school Alternative Provision (AP), often using one-to-one and small-group delivery. Young people may have SEND, SEMH needs, communication differences, sensory needs, trauma or anxiety. Lockdown arrangements must therefore be simple, calm, trauma-informed, adaptable and supported by individual plans where needed.

ReConnect follows current government, police and protective-security guidance as benchmark practice. The Terrorism (Protection of Premises) Act 2025 applies according to qualifying activity and the number of people reasonably expected to be present at the same time. The standard tier begins at 200 people and the enhanced tier at 800. The COO will review normal occupancy and larger events separately and will implement any legal requirements that apply. ReConnect will adopt proportionate protective procedures even where a site or event is outside the Act's scope.

**VERSION CONTROL**

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.

| Version | Date       | Change<br>Summary | Author/<br>Reviewer | Approved by: |
|---------|------------|-------------------|---------------------|--------------|
| 1       | 29/08/2026 | Initial Version   | Naomi Hamer         | Director     |