



Lockdown Policy and Procedures

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire FAST FORWARDS/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or FAST FORWARDS prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Introduction:

With events of Covid-19 and the further incidents taking place in Nottingham in 2020; it is essential that FAST FORWARD have a policy to depict procedures in these emergency situations. FAST FORWARD is a city centre-based provision who could be in the vicinity of certain high-risk concerns.

All policies are underpinned by our child protection procedures as laid down by the child protection policy. (KCSIE)

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and learners in the provision.

Aim:

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and learners in FAST FORWARD'S provision)
- An intruder on the provision/council Lace Market site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the provision
- The close proximity of a dangerous dog/animal roaming loose.



FAST FORWARD'S lockdown plan is as follows:

Signals to initiate Lockdown will be done through walkie talkies and use of a lockdown symbol to display, using symbols in attachment 1.

FAST FORWARD should seek to:

Lockdown Levels of Safety/Action	
Rooms most suitable for lockdown	All groups to remain in designated workshop rooms (studio/second room)
Entrance points (e.g. doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Walkie Talkies/ Mobile phones
Notes	(If someone is taken hostage on the premises, , the FAST FORWARD should seek to evacuate the rest of the site.

Lockdown Procedures	Initial response- Lockdown	tick/sign/time
L1	Ensure all students are inside the provisions building. Alternatively, ask students to hide or disperse if this will improve their safety. All Adults are responsible for their own groups.	
L2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. All adults.	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> · Block access points (e.g. move furniture to obstruct doorways) · Sit on the floor, under tables or against a wall. · Keep out of site. · Draw curtains/blinds · Turn off lights · Stay away from windows and doors All adults are responsible for their own group	

L5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured students, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Staff will be alerted to the activation of the plan via activation of visual signal or through walkie talkies.

- Learners who are outside of the FAST FORWARD buildings are brought inside as quickly as possible, unless this endangers them or others. If learners remain outside they will move to the nearest place of safety on or off site.
- Those inside the FAST FORWARD should remain in their rooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the designated officer (Jason George/Steve Lee) immediately of any learners not accounted for via telephone (mobiles to be used if an internal line is not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the learners to remain calm.
- As appropriate, communication with the Emergency Services will be established and Nottingham County Council/County notified.
- Parents will be notified as soon as it is practicable to do so via text message
- Learners will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the Fire Assembly Point outside the main building near the toilets opposite the buildings.

Partial Lockdown

Alert to staff: “Partial lockdown”



This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and learners in FAST FORWARD. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activities cease immediately, learners and staff return to the building. (Staff will be alerted via staff and with verbal communication.) For SEN students PEEPs will be in place.
- All staff and learners remain in the building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

All situations are different, once all staff and learners are safely inside, senior staff will conduct an on-going dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and learners.

“**Partial lockdown**” is a precautionary measure but puts the FAST FORWARD in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown Alert to staff:

“Full lockdown”

This signifies an immediate threat to the FAST FORWARD and may be an escalation of a partial lockdown.

Immediate action:

- All learners to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, learner’s sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and learners remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message/use of the signal blue/green signs (see attachment 1) ; via telephone which is a cue to evacuate the building.



- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication

Communication between parents and the FAST FORWARD

Advice re procedures is given in the FAST FORWARD written information/social media and is available on the FAST FORWARD website under the 'Important Information' LOCKDOWN tab. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents will be given enough information about what will happen so that they:

- Are reassured that the FAST FORWARD understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the FAST FORWARD. Calling the FAST FORWARD could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the FAST FORWARD. They could interfere with emergency provider's access to the FAST FORWARD and may even put themselves and others in danger
- Wait for the FAST FORWARD to contact them about when it is safe for you to come and collect their children, and where this will be from

Parents will be told “ ... FAST FORWARD is in a full lockdown situation. During this period the main telephones and entrances will be unmanned, external doors locked and nobody allowed in or out...”

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The FAST FORWARD site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Director regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, Nottingham County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned are.

Written by: Adele Meek (QA Consultant)

Approved by Director Steve Lee
10thⁿ July 2023 / Review 31st August 2023.
Updated: September 2024.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.

Attachment 1 – use of symbols in the event of a Partial or Full Lockdown.

