LOCKDOWN POLICY

Protective action, safe communication and controlled release

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP

1 | PURPOSE AND SCOPE

Protect learners, staff and visitors when an external or internal threat makes movement unsafe. Applies at Ashton and Audley House and informs off-site arrangements. Threats may include violence, an intruder, a nearby police incident or hazardous material outside. Staff choose protective action according to the actual threat; lockdown is not a punishment or a substitute for safe evacuation.

2 | LEADERSHIP AND ACTIVATION

Kate Willis normally coordinates the response, with Kirsty Lampkin as deputy. If neither is available, the senior responsible adult takes immediate control. Any staff member identifying imminent danger must call 999 and take necessary protective action without waiting for permission. Tell colleagues the affected site, threat and safest immediate action through available work communications.

3 | SITE BRIEFING AND READINESS

Before delivery, the site lead briefs staff on the agreed discreet alert, communication backup, suitable refuge locations, door controls and release verification. Keep these security details on a restricted site instruction sheet accessible to responsible staff and cover staff. Check arrangements against the actual layout and emergency plan; do not invent a universal alarm signal or assume all rooms can be secured safely.

4 | PARTIAL LOCKDOWN

Where the risk is outside and internal movement remains safe, bring people inside only by a safe route, secure external access and stop outdoor activities and arrivals. Keep people away from exposed windows and entrances. Continue calm supervision in suitable rooms and await instructions. Do not send staff outside to investigate or collect someone through a dangerous area.

5 | FULL LOCKDOWN AND IMMEDIATE DANGER

Move away from the threat into the safest accessible space where safe to do so. Secure doors where possible without trapping people or blocking necessary escape, silence devices and reduce visibility and noise. Do not cross the threat to reach a preferred room. If hiding increases risk and a safe escape is available, follow emergency-service advice and use the safest available route.

6 | FIRE, SMOKE AND HAZARDOUS AIR

If fire, smoke or another danger makes a room unsafe, move to safety and call emergency services; lockdown must never keep people in an immediately dangerous space. For an external airborne hazard, close windows and doors and follow emergency advice on ventilation. Report conflicting hazards clearly. Staff must not disable fire protection or improvise equipment changes without competent direction.

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7 | ACCOUNTING AND INDIVIDUAL SUPPORT

Use current registers and visitor records to account for people without exposing staff or learners. Report missing people, last known location and medical needs to the coordinator and police; do not conduct unsafe searches. Provide calm, accessible instructions, communication aids and necessary medication where safely available. Plan individual assistance and cover, including for visitors and learners needing sensory or mobility support.

8 | SITE AND OFF-SITE ARRANGEMENTS

At Ashton, the basement has its only exit up the stairs: assess the threat and route before moving anyone and never assume the basement is a designated refuge. At Audley House use the verified site instructions. The unaffected site must not approach the incident. Off-site groups follow venue emergency instructions, contact Impact and remain away until a safe return is confirmed.

9 | EMERGENCY AND FAMILY COMMUNICATION

Call 999 with the exact site address, threat, location, numbers and urgent needs; follow instructions and update changes. Ashton: 212 Stamford Street Central, Ashton-under-Lyne, OL6 7LP. Audley: Unit 1, Audley Street Works, Audley Street, Mossley, OL5 9HW. A designated adult issues verified updates to families and commissioners when safe. Ask families not to approach or telephone learners during the incident. Do not publish live locations.

10 | RELEASE, RECOVERY AND PRACTICE

End lockdown only after the coordinator verifies safety with emergency services where involved; do not rely on an unfamiliar voice, message or unverified all-clear. Check identity before opening doors, recount everyone and organise authorised collection or resumed learning. Record decisions and incidents, provide support and review lessons. Rehearse proportionately at least annually, briefing learners sensitively without simulated weapons, frightening deception or unnecessary distress.

11 | POLICY CONTROL AND REVIEW

Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Scheduled review: September 2027, or sooner after relevant changes, incidents or feedback. Record actual governance approval and implementation decisions and brief staff on their duties. These policy dates do not assert that approval, staff training or operational checks have already occurred. Use the Complaints or independent reporting route for concerns about implementation.

12 | SOURCES AND RELATED DOCUMENTS

Impact Safeguarding, Fire Safety, Health and Safety, Visitor and Trips policies; site emergency instructions.

Police emergency advice: call 999 for immediate danger. Policy owner: Kate Willis.

Check current versions and apply according to Impact's legal and commissioning status.