

# VIP Education

## Stop Gap

## Lockdown Policy

## 2026/2027

Signature – Director & DDSL: M.Hogg

Signature – Head of Education Services & DSL: J.Edgington-  
Plunkett

Review: September 2026



Here's a **Lockdown** tailored specifically for Stop Gaps alternative provision, operating across **two small buildings** with a maximum number of **around 30 students**. This policy assumes a nurturing, SEN-aware environment, while maintaining clear safeguarding and emergency protocols.

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## Stop Gap Alternative Provision

### Lockdown Policy

**Policy Title:** Lockdown Policy

**Policy Owner:** Stop Gap Alternative Provision

**Date of Policy:** September 2026

**Review Date:** September 2027

**Approved by:** M.Hogg (Director & Deputy Designated Safeguarding Lead)

J.Edgington-Plunkett (Head of Education Services & Designated Safeguarding Lead)

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### 1. Purpose of the Policy

The purpose of this Lockdown Policy is to ensure the safety and wellbeing of all students, staff, and visitors in the event of a potential or actual threat to safety **within or near** the premises of **Stop Gap Alternative Provision**. This includes intruders, dangerous individuals, civil disturbances, or any incident where it is safer to remain inside the building than to evacuate.

Given the unique nature of our setting, with **two small buildings** and a **high level of vulnerability among students**, this policy ensures that all lockdown procedures are clear, calm, and appropriately adapted for the needs of our learners.

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### 2. Scope

This policy applies to:

- All Stop Gap staff and students
- Visitors, contractors, and volunteers on-site
- Both Stop Gap buildings



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### 3. Lockdown Triggers

A lockdown may be initiated in response to:

- An unauthorised person on-site or attempting to gain access
- A nearby incident (e.g. police activity, civil disturbance)
- A threat or aggressive behaviour from a student, visitor, or member of the public
- Any event where remaining indoors and securing the premises is the safest option

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### 4. Types of Lockdown

#### 4.1 Partial Lockdown

- Used when there is a potential threat in the vicinity but not directly on-site.
- Learning continues indoors; all external doors and windows are locked.
- No outdoor movement until the situation is resolved.

#### 4.2 Full Lockdown

- Used when there is a direct threat on or near the premises.
- Immediate action to secure rooms and remain silent and out of sight.
- Staff follow full lockdown procedures and await further instructions.

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### 5. Lockdown Signal

**Lockdown will be communicated through:**

- **Verbal announcement** via staff radios or in person:
  - This will be communicated as “code amber”
- If safe to do so, either Matt Hogg or Joel Edgington-Plunkett or in the absence of Matt or Joel unavailable any senior member of staff will move between the buildings to confirm the situation.

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### 6. Lockdown Procedure

**On hearing the lockdown announcement:**



1. **Immediately stop all activity.**
  2. **Close and secure all windows and doors.**
  3. **Turn off lights** if in full lockdown.
  4. **Move students away from windows and doors.**
    - Sit quietly and calmly in the safest part of the room.
    - Use calming tools for regulation where necessary.
  5. **Take a register** and report headcount to Matt Hogg or Joel Edgington-Plunkett or in their absence the most senior member of staff on site, Georgia Tinsley, Tom Durham or Ellie Griffiths.
  6. **Maintain silence** unless communicating with staff or calming a student.
  7. **Do not open doors** under any circumstance until an "all clear" is given by Matt Hogg, Joel Edgington-Plunkett or in their absence the most senior member of staff on site, Georgia Tinsley, Tom Durham or Ellie Griffiths or emergency services.
  8. **Do not use mobile phones** unless required for communication or guidance.
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## 7. Roles and Responsibilities

### Director/Stop Gap Manager

- Authorises lockdown and communicates the "all clear"
- Liaises with emergency services
- Coordinates communication between buildings

### All Staff

- Know and follow lockdown procedures
- Keep students calm and safe
- Support students with additional needs to regulate
- Record key information if safe to do so (e.g., time of lockdown, location, concerns)

### Admin Team



- Communicate with Matt Hogg or Joel Edgington-Plunkett and if either are not on site then make contact via their work phones immediately and emergency services
  - Maintain visitor log for accountability, Liaise with Matt Hogg and Joel Edgington-Plunkett with the number of visitors on site.
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## 8. Supporting Students with SEN / High Needs

Due to the profile of our learners, staff should:

- Use **calm, simple language** to explain the lockdown to students
  - Offer **regulation tools** or sensory supports during lockdown
  - Be aware that some students may need physical or emotional support during stressful incidents
  - Defer activities expectations during and immediately after a lockdown; focus on wellbeing
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## 9. Communication During and After Lockdown

- Do not post updates on social media during the incident.
  - Parents/carers will be informed **once the situation is safe** via text, phone, or email and this will be instructed to do so by Matt Hogg or Joel Edgington-Plunkett and in the absence of either those the most senior member of staff will make this decision whilst liaising with Matt Hogg or Joel Edgington-Plunkett on their work phones.
  - A follow-up debrief will be held for staff and students led by Matt Hogg or Joel Edgington-Plunkett
  - Any incidents will be logged and reported to directors immediately
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## 10. Training and Drills

- Lockdown procedures will be reviewed **annually**.
- Staff will receive **annual lockdown training**, including managing student emotional needs.
- A **lockdown drill** will be conducted at least once per term, with sensitivity to students' needs and without causing undue distress.



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## 11. Review and Evaluation

This policy will be reviewed annually or after any lockdown incident to ensure continued relevance and effectiveness.

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### **Signed:**

M.Hogg (Director & Deputy Designated Safeguarding Team)

J.Edgington-Plunkett (Head of Education Services & Designated Safeguarding Lead)

Date: 1.9.2026