



Emergency Lockdown Policy and Procedure

Peopleton Brook Care Farm

Policy owner	Jake Payne, Operations Manager
Date	05/08/2026
Status	01/09/2026
Review	August 2027, and after every activation, exercise or material site/threat change

Security note: This policy sets the governance and response principles. Exact safe rooms, access codes, keys, contact lists, maps and alarm details belong in the restricted Site Lockdown Plan and must not be displayed publicly.

1. Purpose and status

Peopleton Brook Care Farm (PBCF) will take proportionate, risk-led action to protect children, adult participants, staff, volunteers and visitors during a hostile, violent or other security-related incident on or near the site. This policy explains who decides, how staff respond, how people are accounted for, and how the site recovers.

PBCF is a non-school alternative education provider. This policy adopts current Department for Education (DfE) protective-security and emergency-planning guidance as good practice and operates alongside commissioning schools' safeguarding and emergency arrangements. It does not replace police, fire and rescue, ambulance, local-authority or commissioning-body instructions.

2. Scope

The policy applies during all PBCF activities, including arrivals, departures, breaks, outdoor and animal activities, transport under PBCF control, off-site activities where relevant, and events involving:

- children and young people under 18;
- adult participants;
- employees, agency staff, volunteers and work-placement staff;
- parents, carers, advocates, visitors, contractors and members of the public on site.

Adults at risk remain covered by the Adult Safeguarding Policy. Child-protection concerns remain covered by the Safeguarding and Child Protection Policy.

3. Response options and definitions

Response	Use when	Core action
Lockdown / invacuation	Danger is outside, moving through the site would increase risk, or a secure indoor position is safest.	Get inside or remain inside; secure, conceal, silence and account for people.
Shelter	A non-hostile external hazard exists, such as severe weather, smoke, gas or an environmental incident.	Move to the safest indoor area; follow emergency-service advice about doors, windows and ventilation.

Response	Use when	Core action
Evacuation	The building or immediate area is unsafe and a safe route away exists.	Move by the safest available route to a nominated rendezvous or alternative site.
Run, Hide, Tell	A firearms, weapons or marauding attack makes the planned site response impossible or unsafe.	Escape if safe; otherwise hide, barricade and silence devices; call 999 when safe.

The Person in Charge uses available information and dynamic risk assessment. Staff must not cross a known or suspected danger merely to reach a pre-selected location. The Barn is a lockdown location only when the route and building are safe. An open field, gate or fire assembly point is an evacuation rendezvous—not a lockdown location.

4. Events that may trigger action

- an intruder, weapon, violent person or credible threat on site;
- police activity, dangerous criminality or a terrorist incident nearby;
- a dangerous animal or serious confrontation where indoor security is safer;
- a chemical release, smoke plume or other external environmental hazard;
- a suspicious item, vehicle, package or behaviour requiring a protected response;
- any incident where remaining outdoors or visible increases risk.

A suspicious item must not be touched, moved or examined. Staff should move people away without using radios or phones close to the item if advised by police guidance, then call 999 from a safe distance.

5. Planning and readiness

The Operations Manager will maintain a restricted Site Lockdown Plan containing:

- site maps, safe rooms/areas, alternative secure locations, evacuation routes and rendezvous points;
- methods for raising a full or partial alert, including loss-of-power and loss-of-radio contingencies;
- current staff, participant, visitor and contractor accounting arrangements;
- keys, access controls, secure communication routes and emergency contact information;
- arrangements for people who may be outdoors, in isolated areas, driving, working with animals or unable to move quickly;
- personal emergency evacuation/lockdown support for disability, SEND, sensory, communication, mobility, medical or trauma-related needs;
- a process for receiving police and emergency responders without exposing people in hiding.

6. Roles and responsibilities

Operations Manager / Person in Charge

- assess the incident, choose the safest response and activate the alert;
- call 999 or direct another person to do so;
- coordinate accounting, emergency-service liaison and commissioner notifications;
- keep a contemporaneous decision log where safe;
- authorise recovery only after verified emergency-service advice for hostile or criminal incidents.

All staff and volunteers

- act immediately and use professional judgement if waiting for permission would increase danger;
- take charge of nearby children, adult participants and visitors;
- follow the safest response, supervise continuously and report status when safe;
- do not investigate, confront an intruder, retrieve belongings or conduct an unsafe search;
- use radios and phones only for essential safety messages and preserve confidentiality.

Reception / visitor lead and activity leads

- keep live attendance, sign-in and group-location information available;
- stop others entering when it is safe to do so;
- account for visitors and contractors and relay missing-person information;
- ensure animal, machinery and vehicle arrangements are included in activity risk assessments.

7. Immediate lockdown procedure

1. Recognise and warn. If danger is immediate, use the agreed alert or plain language. Call 999 as soon as safely possible; do not delay life-saving action to find a manager.
2. Choose the safest action. If a safe escape route exists away from danger, evacuate. If movement would expose people, enter or remain in the nearest suitable secure building or area. Do not automatically travel to the Barn.
3. Secure and conceal. Lock or barricade access points where safe; close blinds; move out of sight and away from doors and windows; turn lights off where appropriate; silence phones and radios without switching off essential emergency contact.
4. Control and support. Keep the group quiet, supervised and together where possible. Use low-arousal, one-step instructions and individual support plans. Do not physically prevent an adult leaving unless a lawful, necessary and proportionate emergency intervention is required to prevent immediate harm.
5. Account and report. Use the live session list. Report present, missing, injured or extra persons, the group location and any observed threat information through the agreed secure channel. Do not expose a location over an open radio if the threat may be listening.
6. Maintain lockdown. Do not open doors for an unverified caller, parent or familiar voice. Follow police instructions. If the safe area becomes unsafe, use dynamic judgement to relocate, evacuate, or apply Run, Hide, Tell.
7. End safely. For a hostile, criminal or police-led incident, remain secured until police/emergency services confirm the danger has passed and the Person in Charge authenticates the all-clear through the agreed method. A public-address message alone is not sufficient unless its authenticity is verified.

8. Calling 999 and emergency-service handover

Give the operator clear, factual information. If speaking would reveal your location, follow the operator's instructions; for a silent 999 call from a mobile, use the Silent Solution when prompted by pressing 55 if the call is genuine and you cannot speak.

- name and exact site address, callback number and safest access point;
- nature of the threat, description, weapons, direction of travel and last known location;
- number and location of people, missing persons and casualties;
- hazards including animals, machinery, fuel, chemicals, water, electric fencing and restricted access;
- what response is in progress and who will meet responders, if safe.

Police may be armed, may give firm instructions and may initially be unable to distinguish staff from an offender. Keep hands visible, follow instructions immediately and do not make sudden movements.

9. Accounting, missing people and casualties

Each activity lead must account for the people actually in their care, not rely solely on the planned register. Record anyone missing, additional or injured and their last known location. The Person in Charge will reconcile group reports against session, staff and visitor records.

Do not search into danger: No one is to leave a safe location to find a missing person during an active threat unless specifically directed by police or required by an immediate, dynamically assessed life-saving necessity. Pass the person's description, likely location and relevant needs to emergency services.

Give first aid only when safe and within competence. Do not move seriously injured people unless they face a greater immediate danger. Request ambulance support through 999.

10. Communications and information control

- The site-wide no-phone rule has an emergency exception: authorised staff may use a work or personal phone when necessary to protect life or communicate with emergency services.
- Use short, factual radio messages and agreed call signs. Avoid names, diagnoses, safeguarding details and precise hiding locations on open channels unless essential.
- Only the Person in Charge or nominee communicates with parents, carers, commissioners, media or the wider public.
- Parents and carers must not come to the site during lockdown. Collection or reunification will occur only through the communicated safe process.
- Do not photograph, livestream, post or speculate about the incident. Preserve relevant messages, CCTV and records without circulating them.
- If networks fail, use the restricted plan's runners, pre-agreed signals or alternative devices only where movement is safe.

11. Children, adults at risk, SEND and medical needs

Plans, briefings and exercises will be age-, capacity-, communication- and trauma-informed. Reasonable adjustments may include visual prompts, ear defenders, now/next instructions, an identified familiar adult, accessible routes, mobility support, essential medication and individual communication aids.

Staff must balance quiet and concealment with urgent medical need. Call 999 for a medical emergency. Safeguarding, Mental Capacity Act, equality and restrictive-intervention requirements continue to apply; any emergency physical intervention must be necessary, proportionate, the least restrictive option and recorded and reviewed.

12. Farm-specific controls

- Do not release, move or approach animals during an active threat unless leaving them creates a more immediate risk and it is safe to act.
- Switch off machinery only when this can be done without delaying escape or increasing exposure.
- Do not lock a gate needed by emergency services unless the security benefit outweighs the access risk and responders have been told.
- Staff working beyond normal radio coverage must have a pre-agreed check-in, fallback response and nearest safe-location plan.
- Vehicle drivers must not enter the site during an alert; they should stop at a safe location, call the Person in Charge or 999, and follow police instructions.

13. Drills, training and assurance

All staff and volunteers receive induction and at least annual refresher training. The Operations Manager will complete an annual protective-security self-assessment and review the restricted Site Lockdown Plan after any material change.

Exercises must be proportionate to risk. PBCF will conduct at least one annual tabletop exercise and a practical exercise when the risk assessment shows it can be done safely. There is no requirement in national guidance for termly lockdown drills. Exercises must:

- be planned, announced to staff and never simulate weapons, attackers or realistic violence;
- avoid surprise or distress and provide adaptations or opt-out arrangements where needed;
- test alerts, accounting, communications, alternative locations and emergency-service information;
- include visitors, lone/outdoor working and loss-of-power or communications scenarios over the exercise programme;
- be logged, debriefed and converted into named, dated improvement actions.

14. Recovery, reporting and learning

8. Confirm safety, arrange first aid and controlled reunification, and maintain safeguarding supervision.
9. Notify parents/carers, commissioners, insurers, regulators or authorities as required, using verified facts and protecting personal data.
10. Record the timeline, decisions, attendance, injuries, interventions, communications and evidence. Preserve CCTV and relevant digital records.
11. Offer trauma-informed welfare support and consider whether any child or adult safeguarding referral is required.
12. Debrief staff and participants in an appropriate way; do not require a detailed disclosure in a group setting.
13. Review the risk assessment, personal support plans, site plan and training; assign actions, owners and completion dates.

Serious incidents must be reported under applicable RIDDOR, safeguarding, commissioning, insurance, data-protection or contractual requirements. The responsible lead will take advice rather than assume every activation is reportable.

15. Staff quick-reference card

Prompt	Staff action
DANGER	Warn others and call 999 when safe.
DECIDE	Evacuate if a safe route exists; otherwise secure the nearest safe indoor place.
SECURE	Lock/barricade, conceal, silence devices, move from doors/windows.
SUPERVISE	Keep people calm, together and supported; take essential medication if immediately available.
ACCOUNT	Report present, missing, injured and extra people without exposing locations.
WAIT / ADAPT	Do not open for an unverified caller. Follow police; relocate only if the area becomes unsafe.
RECOVER	Use the authenticated all-clear, controlled reunification, records and debrief.

16. Records and policy links

Records include the restricted Site Lockdown Plan, security self-assessments, training and exercise logs, attendance and visitor records, individual support arrangements, incident and decision logs, communications, referrals and improvement actions. Retention and access follow the Data Protection Policy and retention schedule.

Read with: Safeguarding and Child Protection; Adult Safeguarding; Health and Safety; Fire and Evacuation; First Aid; Behaviour; Restrictive Intervention; Visitors; Missing Person; Data Protection; Mobile Phone, Smoking and Vaping; Two-Way Radio; Lone Working; Educational Visits; Business Continuity; and commissioning-body emergency plans.

17. Legal and guidance framework

- Department for Education, Protective security and preparedness for education settings (updated 28 April 2025).
- Department for Education, Emergency planning and response for education, childcare and children's social care settings (updated 10 May 2023).
- Department for Education, School and college security guidance and lockdown planning resources (current in August 2026).

- ProtectUK / NaCTSO, ACT for Education and Run, Hide, Tell guidance.
- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.
- Keeping Children Safe in Education 2026 (information version; effective 1 September 2026) and Working Together to Safeguard Children 2026, where applicable.
- Equality Act 2010, Human Rights Act 1998, Mental Capacity Act 2005, UK GDPR and Data Protection Act 2018 as amended.
- Terrorism (Protection of Premises) Act 2025 and 2026 guidance. At 5 August 2026 the Act is not yet in force. Education premises generally enter scope only where it is reasonable to expect 200 or more people at the same time; PBCF must re-check scope, commencement and any SIA requirements at each review or material occupancy change.

18. Approval and revision record

Approved by	Jake Payne
Role	Business Manager
Signature	Jake Payne
Approval date	05/08/2026
Next review	August 2027