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Name:	Lockdown Procedure
Distribution:	Not confidential – for internal and external use
Scope:	This procedure applies to all Barnardo’s colleagues.
Ownership:	Head of Corporate Safety

At Barnardo’s we are faced with a multitude of scenarios that could require us to take the decision to lockdown a building or part of a building to keep people safe. For example, we may have to lockdown a children’s centre (following the advice of the police) if an individual was in the immediate vicinity with a weapon.

Alongside current events of civil unrest in parts of the country (August 2024) it is important that teams consider and talk about emergency scenarios that could be facing individuals, services and buildings and how these could be dealt with. On such an occasion we are asking you to discuss amongst your teams to plan for what should not be a routine everyday event – it should be a rare occurrence and hopefully something you never experience. But being prepared and thinking about what you could do and how you may support others to keep safe, is what we need to do.

Managers must document possible pragmatic solutions and actions that teams or individuals could take when faced with different events – known as ‘lockdown procedures’. Lockdown procedures put in place should:

- a) 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 colleagues or service users in a Barnardo’s
- b) aim to ensure the safety of all as far as is possible until external agencies become involved.

Finally, as an individual (and as a team) if you are ever faced with an emergency scenario, you are only expected to do your best at the time, with what you are dealing with. The overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality. However, it is important we remain alert day to day, and we all contribute personally to ensuring the safety and security of places and communities we work, live and socialise in.

Key Expectations:

Preparation & Planning – identify risks to minimise risk

1. Managers are expected to have a lockdown procedure (see *procedure and appendix A*)
2. As an organisation we already expect activities, and the buildings where any activities happen, must be risk assessed. Risk assessments should be proportionate to the foreseeable significant risks.
3. When risk assessing buildings consider access and egress points; the nature of service users for instance the risk of absconding; safe supervision ratios.
4. **Dynamic risk assessment processes for the best interest of colleagues’ safety during any scenario unfolding is acceptable. Barnardo’s colleagues are trained in risk assessment and the priority is to keep people safe.** Be prepared and confident to initiate lock down procedures. **You will not be criticised** if you feel that a significant situation is unfolding which needs you to make a decision in the

best interests for your safety and that of others. Remember also you need to reach out, where possible, to your line management.

5. Use of the individual risk assessment form will/can be used, where appropriate, and with prior warning to any individual threats.
6. All services will also have a business continuity plan.
7. All colleagues using any building are reminded to ensure entrance and egress points are always secure. We all have a responsibility to look out for each other's health safety and welfare.
8. Please contact your local Safety Adviser and / or Building Surveyor should you have any concerns about your day to day building management and/or the safe management of activities within such.

Lockdown & emergency procedures:

Incidents can occur with or without warning. With warning, incidents may give you the time to trigger your Critical Incident Management Team (CIMT) (refer to Appendix C). Without warning incidents are dynamic and fast moving and must be dealt with by the most appropriate person available. Nonetheless, responsible persons must have documented procedures in place for colleagues to familiarise themselves with.

Refer to Appendix A for an example template / tool to create a local lockdown procedure covering different scenarios applicable to your service, the activities, service users you work with or building (examples in Appendix B). This template is taken from DFE guidance.

Communication of local lockdown & emergency procedures:

1. All colleagues will be notified of the protocols in the Local Safety Rules for their service / building. Colleagues must ensure emergency protocols are intrinsic in their thought processes.
2. Managers and hosts must use their discretion to decide what visitors to the building are told about the local lockdown protocol. As far as is reasonably practicable, any visitors should be supervised. Messaging must be age and audience appropriate.

Enabling colleagues to respond effectively by having competence & confidence:

All Barnardo's colleagues are expected to undertake*

- a. Risk assessment training
- b. Positive intervention de-escalation training
- c. First aid training
- d. Building familiarisation
- e. Fire awareness

**The level will be outlined in the services learning and development plan.*

In addition to this training, colleagues are expected to attend team meetings where protocols should be discussed and learning shared.

Building Issues:

Managers must approach their local building surveyor and safety adviser for support should they have any concerns regarding building security.

Associated documents:

1. [Lockdown procedure guidance](#)

2. [Terrorist Attacks and Incident guidance](#)
3. [Lone working guidance](#)
4. Your local business continuity plan
5. Your local personal safety procedure
6. [ProtectUK | Home](#)
7. Run hide tell [run-hide-tell-information-leaflet.pdf \(met.police.uk\)](#)
8. [Staying safe from terrorism | Metropolitan Police](#)
9. Barnardos briefing note civil unrest August 2024

Compliance measures:

- Health Safety Quality Assurance Annual Audit
- Service Risk Assessments
- Service Business Continuity

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Document History:

Version	Date	Author	Status	Comment
1	06 Aug 2024	R. WARNES	LIVE	

Appendix A: Barnardo’s Lockdown Template

Lockdown is necessary when individuals (e.g. children, young people and colleagues) need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter

[insert]

Signal for stand down / all-clear

[insert]

Critical Incident Management Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Two-way radios

Telephones

Mobile phones

Instant messaging / email

Other (TV's / Whiteboards / etc)

<Insert> Procedures applicable to building/service delivery (refer to Appendix B)

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**Alternative place of safety in the event it is considered necessary to leave site
(for example, school/college / community centre / leisure centre) must be pre-arranged.**

Name of venue	
Type of venue	
Contact name	
Contact telephone number	

Useful info such as distance from site, directions, capacity, opening hours

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Other useful contacts:

Name	Emergency Contact Number

NB this list is not exhaustive, and you may decide better and more appropriate measures to be taken

Procedure to be followed if there is an escalating threat to colleagues from an authorised visitor in the building e.g. a sensitive safeguarding conversation

- When speaking to a parent regarding a safeguarding issue or incident, colleagues should have another member of colleagues present, wherever possible.
- When meeting parents' colleagues should ensure they remain seated nearest the door to ensure a quick exit if necessary.
- Colleagues to keep a safe distance from the parent during sensitive conversation and should speak to parent in a safe place.
- Reception colleagues are to move to a locked door area if they feel they are at risk by a service user and notify the service manager, centre colleagues and Police if needed.
- If the threat escalates, follow the lockdown procedure for partial and full lockdown.

Partial Lockdown Procedure

This is in response to a threat that occurs outside the buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the location or an external health hazard such as a toxic cloud. In these cases, at least initially, normal practice can continue undisturbed within the buildings, but the community needs to be alerted to the fact that they cannot go outside at any time until all clear is given. The goal of this lockdown is to prevent the threat from entering the building

On notification of an incident or suspicious occurrence in the near vicinity, prepare to initiate lock down procedures.

- 1) Identify the risk
- 2) Open up communication between all colleagues in case situation quickly escalates.
- 3) Ensure all colleagues and children are safely within the building.
- 4) Ensure all external windows and doors are locked and window blinds are closed. If unable to lock the front door all colleagues are to go straight to a room that can be locked.
- 5) Call the emergency services and act upon their direction.
- 6) Do not leave the building or approach the threat/person(s), colleagues are not to put themselves in danger under any circumstance.
- 7) Keep people inside. If visibility is not an issue/threat and incident is for instance a toxic cloud - allow movement /continue to follow activities as far as possible unless informed otherwise
- 8) Be prepared to follow further instructions as issued face to face by emergency services, SLT or via email
- 9) Young people should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information must be relayed
- 10) When it is clear that the threat has subsided, the Manager will communicate all clear.

Full Lockdown Procedure

This threat usually exists when the danger is inside a building or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to those inside the building. This scenario involves a serious and immediate threat that requires urgent action. This high-level threat could come from such things as an attacker or a dangerously out of control intruder.

A suspicious person in close vicinity of the premises who presents an immediate danger to children and colleagues (e.g. carrying a weapon).

- 1) Identify the risk / on notification of a suspicious person in close vicinity of the premises, the Manager or a senior will prepare to initiate full lockdown procedures. Open communication between all colleagues to explain the situation.
- 2) Lock doors and windows only if it is safe to do so. Turn off lights. If you are unable to, all colleagues are to try to go straight to an area that can be locked

- 3) Remain calm but alert – the site/service should fall silent immediately.
- 4) Facilitator of Groups with children/young people to go to an area away from the windows. Ideally seat C/YP on the floor in the least visible part of the room, out of sight of door vision panels as far as possible. Try to keep children/young people as calm/quiet as possible.
- 5) Attempt to block the door with heavy items that are readily available e.g. desks (if dangerous person in vicinity)
- 6) Open up a channel of communication with emergency services and act upon their direction. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services. Only use a mobile phone again if you feel the situation has developed further and information must be relayed.
- 7) Communications with parents and colleagues only to take place if it is unnecessary to maintain silence. Trust that others will try and get information from Barnardo's intranet site and start necessary and permissible communication. Communication first and foremost needs to be with emergency services.
- 8) Do not leave the building or approach the threat/person(s), colleagues are not to put themselves in danger under any circumstance. Do not allow pupils to visit the toilet.
- 9) When it is clear that the threat has subsided, the Manager will communicate all clear and parents will be told when to collect their children.
- 10) Ignore any fire drill sound unless you and those you are looking after are obviously at risk from fire (can sense / smell smoke etc).

Evacuation (last resort)

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate colleagues, service users and visitors to a designated safe space.

YP at a Barnardos residential/supported accommodation setting threatened by an individual (external to Barnardos) with an offensive weapon

Dynamically decide which lockdown procedure (as above) is appropriate and where the Young Person can be held in interests of their safety considering the safety of all who may be affected by a threat.

Ring police for urgent assistance. And liaise with police throughout the incident.

Inform social care and liaise with social services throughout.

Ensure recording and compliance with Barnardos Safeguarding Procedures.

For scenarios with time to plan, the following people must be brought together immediately – remote or face to face

A senior representative of Barnardos must try to go to location. This person must be agreed by Director.

Role within Organisation	Role to be taken during a Lockdown Scenario
Executive Director of Business Line/Region/Nation	
Director of Business Line/Region/Nation	Incident Control officer
Assistant Director / Assistant Head of Business Line/Region /Nation	Deputies
Manager	Deputies
Head of Corporate Safety or Local Safety Adviser	
Director of Business Services Operations or Head of Property or Senior member of Property Team	
Media Representative	Communications Control Officer