



**Bolton College**

**Lockdown Policy  
2024-25**



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## 1. Introduction

As part of the Health and Safety Policy and procedures, the College has a Lockdown Policy. **Section 1** relates to all users based at the Deane Road campus. For staff and learners based at the main Community centres (Deane and Derby, Brownlow Fold and New Bury) instructions are provided in **Section 2**.

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

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners, staff and visitors.

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 at College.
- An intruder on the College site with the potential to pose a significant risk (use of weapons) or a terror related attack.
- A warning received of a local risk e.g. air pollution or gas cloud.
- A major fire in the vicinity of the College.

## 2. Review

This policy and procedures will be reviewed annually as part of the Safeguarding and Health and Safety Policy measures.

## 3. Section 1 – Deane Road Campus

### Notification of Lockdown

**Staff will be notified that lockdown procedures are to immediately take place on hearing AN ALARM SOUND**

### Procedures:

- As staff hear the alarm, learners are to be ushered into classrooms or staff offices as quickly as possible.
- The access control system will be controlled centrally with all classrooms and staff rooms locking after 3 minutes from hearing the alarm. ***Please note that after the 3 minute duration, staff ID cards will not be able to operate the doors and access into rooms can only be gained from occupants opening doors from inside the room.***
- Staff and learners are to remain in the room they are in and the staff will ensure, where possible, that the windows are locked, doors barricaded (**for rooms that have locks fitted to doors rather than access control, doors should be locked and / or barricaded**), blinds closed, with lights, screens, computer monitors, mobile

devices all turned off and room occupants hiding under desks and away from possible sightlines from windows and doors. Any learners or staff with disabilities are to be directed to the safest place in the room which is away from windows and doors.

- For rooms that have locks fitted to rooms rather than access control, staff should ensure that, where possible, doors should be locked and / or doors barricaded
- Learners or staff not in class or their office (landing areas, atrium, toilets, food areas, stairwells) once the lockdown procedure is underway should proceed to the nearest occupied classroom or staff office and enter the room until the all clear is given.
- Staff and learners who are outside the College at the time of a lockdown must find a safe place to hide. For staff and learners based at Deane Road, the College has agreements in place with Bolton Sixth Form College and the University of Bolton to enter their premises and seek refuge.
- If you are unable to proceed to Bolton Sixth Form College or the University of Bolton, are advised to move as far away from the College as possible and find a safe place to use as a refuge area.
- No-one should move from the room that they are in during the lockdown procedure.
- If a class is in the theatre, sports hall, Atom, dance studios, salons, workshops, art rooms, learners should remain in place and staff will ensure, where possible, that the windows are locked, blinds closed, doors barricaded, lights, screens, computer monitors, mobile devices should all be turned off and room occupants hiding under desks and away from possible sightlines from windows and doors.
- Business Support staff should retreat to the nearest safe refuge area (offices, classrooms).
- Staff should support learners in remaining calm and quiet.
- Staff to remain in lockdown position until informed by the Emergency Services / Senior Management Team / Security that the area is all clear and it is safe to return to normal.

#### **4. Section 2 – Community Centres**

##### **Notification of Lockdown**

**STAFF WILL BE NOTIFIED THAT LOCKDOWN PROCEDURES ARE TO IMMEDIATELY TAKE PLACE ON HEARING 4 SHORT BURSTS OF WHISTLES**

##### **Procedures:**

- As staff hear the whistle, they should blow their own whistle to alert everyone and continue the chain reaction and mobilisation process. The whistles will activate the process for learners to be ushered into classrooms or staff offices as quickly as possible.
- The caretaker or centre manager is to contact the Police via dialling 999.
- Staff and learners are to remain in the room they are in and the staff will ensure, where possible, that the windows and doors are locked, blinds closed, doors barricaded with lights, screens, computer monitors, mobile devices all turned off and

room occupants hiding under desks and away from possible sightlines from windows and doors. Any learners or staff with disabilities are to be directed to the safest place in the room which is away from windows and doors.

- Learners or staff not in class once the lockdown procedure is underway should proceed to the nearest occupied classroom or staff office and enter the room until the all clear is given.
- Staff and learners who are outside the Community centre at the time of a lockdown must find a safe place to hide by moving as far away from the centre as possible and find a safe place to use as a refuge area.
- No-one should move from the room that they are in during the lockdown procedure.
- Staff should support learners in remaining calm and quiet.
- Staff to remain in lockdown position until informed by the Emergency Services / Community Centre Manager that the area is all clear and it is safe to return to normal.

**FOR ALL SITES: DURING LOCKDOWN IT IS IMPORTANT THAT EVERYONE REMAINS IN A ROOM OR SECURE AREA UNTIL THE ALL CLEAR SIGNAL IS GIVEN**

**IF THE FIRE ALARM SOUNDS DURING LOCKDOWN,  
ASSESS THE SITUATION AND RESPOND ACCORDINGLY  
IF THERE ARE SIGNS OF SMOKE AND / OR FIRE THEN EVACUATE  
IF THERE ARE NO SIGNS OF SMOKE OR FIRE THEN STAY IN LOCKDOWN**

## **5. Staff Roles**

### **Caretakers:**

- Lock the front doors if safe to do so.
- Move to a secure location, await emergency services arriving on site and maintain radio contact with other radio holders.

### **Security Staff:**

- To alert the emergency services via the Town Centre Partnership radio and hide in radio contact in separate locations to security colleagues.
- Move to a secure location, await emergency services arriving on site and maintain radio contact with the Town Centre Partnership and other radio holders.

### **IT Team:**

- If practical, display message on internal signage screens to advise that the College is in lockdown.
- Automate access control to lock all internal doors 3 minutes from start of lockdown being initiated.
- Move to a secure location and take cover on the floor.

**All Academic Staff including Staff from the Together Trust:**

- Close classroom door(s) and windows.
- Turn off the lights.
- Close blinds.
- Ensure that learners take cover on the floor under desks.
- Ensure that learners are calm and quiet.

**Nursery Staff:**

- Close and lock patio doors and windows.
- Turn off the lights.
- Ensure that the children are moved away out of site from the patio doors and into the baby room and kitchen area and take cover on the floor.

**Signature Restaurant:**

- Lock the external door.
- Turn off the lights.
- Ensure that learners and customers are moved away out of site from the patio doors and large glass windows and take cover on the floor under desks.
- Cookers to be turned off.

**Catering Academy Staff:**

- Shutters to be closed.
- Turn off lights.
- Cookers to be turned off.
- Move to a secure location and take cover on the floor.

**Hair and Beauty Staff:**

Ensure that learners and customers are moved away out of site from the large glass windows and take cover on the floor under desks.

**Community Centre Managers:**

Once the all clear signal is given by a member of the emergency services each classroom and office is to be visited to confirm that it is clear and safe to return to normal.

**SMT:**

- Once the lockdown procedure has been activated all SMT members are to make their way to the Principals office (if safe to do so) to await further instruction.
- If it is safe to do so, landing areas, atrium, toilets or food areas should be checked to ensure that occupants are moved to safe areas (offices, classrooms).

- Once the all clear signal is given by a member of the emergency services / SMT / Security, each classroom and office is to be visited to confirm that it is clear and safe to return to normal.
- Doors to be unlocked by SMT / IT Team.

#### **Communication with Parents / Guardians**

- If necessary and / or possible, parents and guardians will be notified as soon as it is practical to do so via the Colleges established communication network:
  - Website
  - Facebook
  - Twitter
  - Telephone
- Depending on the type and severity of the incident, parents and guardians may be asked NOT to collect their child from the College as it may put them and their child at risk.
- Learners will not be released to parents and guardians during a lockdown.
- A letter to parents and guardians will be sent home following any serious incident to inform of the context of the lockdown being initiated.

#### **6. Lockdown Drills**

Lock down practices will take place a minimum of once per year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place so improvements can be made.