

ELEVATED

A Holistic Approach To The Education of Young People

11. Statement of Intent

ElevatEd is unequivocally committed to providing a safe and secure environment for all its pupils, staff, and visitors. This policy outlines our robust procedures for managing fire emergencies and responding to potential intruder situations, ensuring the swift and effective protection of all individuals on our premises.

We recognise that pupils attending ElevatEd may have diverse needs, including Special Educational Needs and Disabilities (SEND), anxiety, or trauma, which necessitate thoughtful and adaptive emergency protocols. Our procedures are designed to minimise risk, promote calm, and ensure the safety and well-being of everyone during critical incidents.

This policy applies to all individuals on the premises of ElevatEd and extends to any off-site activities where relevant. It will be reviewed annually and updated as necessary to reflect changes in legislation, guidance, premises, and the specific needs of our pupil cohort.

Signed: Mark Aitken
Mark Aitken
Head of Provision

Date: 01 September 2025

Review 01 September 2026

PART 1: FIRE EVACUATION POLICY

2. Legal Framework and Guidance

This section of the policy adheres to:

- The Regulatory Reform (Fire Safety) Order 2005
- Building Regulations 2010 (as amended)
- Health and Safety at Work etc. Act 1974

- Department for Education (DfE) guidance on fire safety in schools.
- Local Fire and Rescue Service advice (Greater Manchester Fire and Rescue Service).

3. Roles and Responsibilities (Fire Safety)

3.1 Head of Provision/Fire Safety Manager:

- Overall responsibility for ensuring the provision complies with all fire safety legislation.
- Ensuring adequate resources are allocated for fire safety measures, training, and maintenance.
- Reviewing fire risk assessments and ensuring remedial actions are completed.
- Mark Aitken -Lead Fire warden/Tracie Daly -Deputy Fire warden
- Overall day-to-day responsibility for fire safety management.
- Ensuring a comprehensive and up-to-date Fire Risk Assessment is in place and regularly reviewed.
- Appointing and training sufficient Fire Wardens.
- Ensuring fire drills are conducted regularly and records are maintained.
- Maintaining fire safety equipment and systems (e.g., alarms, extinguishers).
- Liaising with the Fire and Rescue Service as required.

3.2 Fire Wardens:

- Mark Aitken/Tracie Daly
- Assisting in fire prevention measures.
- Ensuring clear escape routes are maintained.
- Assisting with the safe evacuation of all occupants, particularly vulnerable individuals.
- Checking designated areas during an evacuation.
- Reporting to the Fire Safety Manager at the assembly point.

3.3 All Staff (including temporary staff, volunteers):

- Understanding and adhering to this policy and all fire safety procedures.
- Knowing the location of fire exits, assembly points, and fire-fighting equipment.
- Participating fully in fire drills.
- Taking all reasonable steps to prevent fires.
- Reporting any fire hazards or defects in fire safety equipment immediately.

3.4 Pupils:

- Understanding the importance of fire safety rules.
- Knowing the sound of the fire alarm.
- Knowing evacuation routes and assembly points.
- Following staff instructions calmly and quickly during a fire drill or actual evacuation.

3.5 Visitors and Contractors:

- Being made aware of the fire evacuation procedure upon arrival (e.g., through visitor briefing, signage).
- Following staff instructions during an alarm.

4. Fire Risk Assessment

- A comprehensive Fire Risk Assessment will be carried out by a competent person annually, or whenever there are significant changes to the premises, activities, or staffing.
- The assessment will identify fire hazards, persons at risk, evaluate the risks, and recommend control measures.
- Findings of the Fire Risk Assessment will be reviewed and acted upon by the Head of Provision.

5. Fire Prevention

- **Electrical Safety:** Regular Portable Appliance Testing (PAT), visual checks of plugs and cables, avoiding overloading sockets.
- **Flammable Materials:** Secure storage of flammable liquids and materials in designated areas.
- **Waste Management:** Regular emptying of bins, secure storage of waste away from buildings.
- **Housekeeping:** Maintaining clear corridors and escape routes, ensuring no obstructions.
- **Smoking:** Strict no-smoking policy across the entire premises.
- **Kitchen/Cooking Areas:** Regular cleaning of equipment, ensuring staff are trained in safe cooking practices.

6. Fire Detection and Alarms

- The provision has a [e.g., Grade A, Category L2] automatic fire detection and alarm system.
- The fire alarm system will undergo an annual service by a certified external contractor.
- Fire alarm call points are located throughout the building, clearly marked.

7. Emergency Procedures (Fire Evacuation)

7.1 Raising the Alarm:

- Anyone discovering a fire should immediately activate the nearest fire alarm call point.
- If safe to do so, alert others verbally.
- **DO NOT** attempt to fight the fire unless it is very small, you have been trained to use an extinguisher, and you are confident you can do so without putting yourself or others at risk. Prioritise evacuation.

7.2 Evacuation Procedure:

- **On hearing the fire alarm (a continuous [e.g., bell/siren] sound):**
 - **Immediate Evacuation:** All individuals must evacuate the building immediately and calmly via the nearest safe exit.
 - **Leave Belongings:** Do not stop to collect personal belongings.
 - **Close Doors and Windows (If Safe):** Close doors and windows behind you to limit the spread of fire and smoke, but do not compromise your escape.
 - **Assisting Vulnerable Individuals:** Staff are responsible for assisting any pupils or visitors with mobility issues, SEND, or other vulnerabilities who may require additional support to evacuate. Specific Personal Emergency Evacuation Plans (PEEPs) will be in place for identified individuals.
 - **Designated Routes:** Follow designated fire escape routes, which are clearly displayed throughout the building.
 - **Silence:** Maintain silence during evacuation to allow for clear communication of instructions.
 - **Assembly Point:** Proceed directly to the designated fire assembly point, which is the car park at the front of the building.
 - **Register/Roll Call:** Class teachers/session leaders are responsible for taking their register immediately at the assembly point to account for all pupils. The Head of Provision/Fire Safety Manager will be responsible for confirming all staff and visitors are accounted for.
 - **No Re-entry:** No one is to re-enter the building until the all-clear has been given by the Fire and Rescue Service or the Head of Provision/Fire Safety Manager, who will confirm the building is safe.

7.3 Accounting for Everyone:

- Registers will be taken promptly at the assembly point.
- The Fire Safety Manager will collect all registers and visitor logs to confirm everyone is accounted for.
- Any missing persons will be immediately reported to the Fire and Rescue Service upon their arrival.

7.4 Calling Emergency Services:

- The Fire and Rescue Service (999) will be called immediately upon activation of the fire alarm. This will be the responsibility of the Head of Provision/Deputy Fire Warden.

- **Provide clear information: "Fire alarm activated at ElevatEd Fiera Studios, Unit 15A, Empress Building Centre, Chester Rd, Old Trafford, Stretford, Manchester, M16 9EA.**

8. Fire Drills

- **Fire drills will be conducted at least once per term, three times per academic year to ensure all occupants are familiar with the evacuation procedures.**
- **Drills will be varied to simulate different scenarios (e.g., an exit route blocked).**
- **Each drill will be evaluated, and any issues or areas for improvement will be addressed and recorded.**
- **Records of drills, including date, time, duration, and any issues, will be maintained by the Fire Safety Manager.**

9. Fire Fighting Equipment

- **Appropriate fire extinguishers are located at strategic points throughout the building.**
- **Staff who may be required to use fire extinguishers will receive appropriate training.**
- **Fire extinguishers will be regularly inspected and serviced annually by a certified contractor.**

10. Communication (Post-Incident)

- **In the event of an actual fire or significant incident, parents/carers will be informed as soon as it is safe and practical to do so, usually via [e.g., text message, email, school communication app].**
- **Relevant authorities (e.g., DfE, Local Authority) will be informed as required.**

PART 2: INTRUDER POLICY

11. Statement of Intent (Intruder)

ElevatEd recognises the critical importance of protecting pupils, staff, and visitors from potential external threats, including unauthorised individuals or intruders on the premises. This policy outlines our proactive measures to prevent such incidents and our emergency response procedures to ensure the safety and security of our community in the event of an intruder.

12. Roles and Responsibilities (Intruder Safety)

12.1 Head of Provision:

- **Ensuring robust security measures are in place.**
- **Reviewing incident reports and acting on recommendations.**

- Overall responsibility for site security and intruder response.
- Ensuring staff are trained in intruder procedures.
- Liaising with emergency services (Police) during an incident.
- Conducting drills and reviews.

12.2 Designated Safeguarding Lead (DSL):

- Will be informed immediately of any intruder incident, as there is a direct safeguarding concern.
- Will lead on welfare and support for pupils and staff following an incident.

12.3 All Staff (including temporary staff, volunteers):

- Being vigilant for unauthorised persons on site.
- Understanding and adhering to intruder response procedures.
- Following instructions during an intruder alert.
- Ensuring their classrooms/areas are secured during a lockdown.

12.4 Pupils:

- Understanding the importance of following staff instructions during an intruder alert.
- Knowing the "lockdown" procedure.

13. Prevention and Deterrence

- **Secure Entry Points:** All external doors and gates are kept locked during provision hours, with controlled access via [e.g., buzzer system, key fob entry].
- **Visitor Procedures:** All visitors must report to reception, sign in, wear a visitor badge, and be accompanied by a staff member or be supervised.
- **CCTV:** Strategically placed CCTV cameras monitor external areas.
- **Perimeter Security:** Outside doors and internal doors robust to secure the perimeter
- **Staff Vigilance:** All staff are trained to challenge any unfamiliar individuals on site and to report concerns immediately.

14. Identification of Threat

An intruder is defined as any unauthorised person on the provision premises who poses a potential threat or causes concern. Threats could include:

- An aggressive or disturbed individual.
- A person acting suspiciously or attempting to access restricted areas.
- A known threat attempting to gain access (e.g., prohibited parent, ex-staff member).
- A person carrying a weapon or exhibiting violent behaviour.

15. Emergency Procedures (Intruder / Lockdown / Invacuation)

The response to an intruder incident will depend on the nature and location of the threat. The primary objective is to protect life.

15.1 Initiating the Alert:

- Any staff member who identifies a potential intruder threat should immediately alert Mark Aitken, Head of Provision / Security Lead.
- The Head of Provision / Security Lead will assess the situation and initiate the LOCKDOWN/INVACUATION procedure.

15.2 Lockdown / Invacuation Procedure (on hearing the alert):

- For Staff and Pupils Inside the Building:
 - Secure: Immediately lock all classroom/office doors. If doors do not lock, secure them with furniture if safe and possible.
 - Conceal: Move pupils and staff away from windows and doors, out of sight. Encourage them to sit on the floor under desks or in a secure corner.
 - Silence: Maintain absolute silence. Switch off lights. Silence mobile phones.
 - No Entry/Exit: Do not open doors for anyone until the official "all-clear" is given. Do not leave the secure area.
 - Await Instructions: Staff should remain in lockdown until the police or Head of Provision gives the official all-clear. Do not respond to fire alarms during a lockdown unless there is clear visual evidence of a fire in your immediate vicinity.
- For Staff and Pupils Outside the Building:
- Invacuate/Run/Hide: Depending on the immediate threat, staff must decide to either:
 - Invacuate: Quickly and calmly move pupils into the nearest secure building/room.
 - Run: Move away from the perceived threat to a safer location, if a secure building is not immediately accessible.
 - Hide: If running is not safe, hide in a secure location away from the immediate threat.
- Once in a secure location (inside or outside), follow the "Secure, Conceal, Silence, No Entry/Exit, Await Instructions" protocol.

- **Calling Emergency Services:** The Head of Provision / Security Lead (or designated alternate) will immediately call the Police (999) and provide clear, concise information about the incident.

15.3 Specific Considerations for ElevatEd Pupils during Lockdown:

- Staff will be particularly mindful of pupils with SEND, anxiety, or trauma who may react differently to lockdown procedures.
- Communicate calmly and clearly, using simple language.
- Reassurance and support will be provided as far as possible without compromising the lockdown.
- Consider pre-agreed adaptations for specific pupils if their IHP/SEND plan outlines particular needs during high-stress situations.

16. Training and Drills

- All staff will receive initial and annual refresher training on intruder response procedures, including lockdown/invacuation.
- Lockdown drills will be conducted at least once per academic year to practice the procedures.
- Drills will be evaluated, and any areas for improvement will be addressed and recorded.

17. Post-Incident Management

- Once the "all-clear" is given by the Police or Head of Provision, pupils and staff will be guided to a safe assembly area.
- The DSL will coordinate immediate welfare support for pupils and staff affected by the incident.
- Access to counselling or psychological support will be made available.
- A debriefing session will be held for all staff to review the incident and identify lessons learned.
- An official incident report will be completed.

18. Communication (Intruder Incident)

- **Internal:** The distinct lockdown alert system is used for internal communication.
- **External (Emergency Services):** Police (999) will be called immediately.
- **External (Parents/Carers):** Parents/carers will be informed as soon as it is safe and appropriate to do so, typically after the immediate threat has passed and information is confirmed, via [e.g., text message, email, school communication app]. Details shared will be factual and reassuring.
- **External (Referring Schools/Local Authority):** Relevant authorities and referring schools will
- be informed as required.

19. Policy Review

This combined policy will be reviewed annually by the Head of Provision. The review will consider:

- **Changes in relevant legislation or guidance.**
- **Lessons learned from drills or actual incidents.**
- **Feedback from staff, pupils, and emergency services.**
- **Any changes to the premises or pupil cohort.**

Appendix 1: Emergency Contact Information

- **Emergency Services (Police, Fire, Ambulance): 999**
- **Head of Provision: Mark Aitken 07761370613**
- **Fire Safety Manager: Mark Aitken 07761370613**
- **Security Lead: Mark Aitken 07761370613**
- **Designated Safeguarding Lead (DSL): Tracie Daly -
tracie@elevate-ed.co.uk**
- **LADO (Manchester): Majella O'Hagan 0161 234 1214**
- **Out of Hours Emergency Contact (Proprietor): Chandni Patel-
07875680277 Empress Business Centre - 0161 244 5500**
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. Statement of Intent

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**Signed: Mark Aitken
2026**

Date: 01 September 2025

Review 01 September

**Mark Aitken
Head of Provision**

PART 1: FIRE EVACUATION POLICY

2. Legal Framework and Guidance

This section of the policy adheres to:

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- **Building Regulations 2010 (as amended)**
- **Health and Safety at Work etc. Act 1974**
- **Department for Education (DfE) guidance on fire safety in schools.**
- **Local Fire and Rescue Service advice (Greater Manchester Fire and Rescue Service).**

3. Roles and Responsibilities (Fire Safety)

3.1 Head of Provision/Fire Safety Manager:

- **Overall responsibility for ensuring the provision complies with all fire safety legislation.**
- **Ensuring adequate resources are allocated for fire safety measures, training, and maintenance.**
- **Reviewing fire risk assessments and ensuring remedial actions are completed.**
- **Mark Aitken -Lead Fire warden/Tracie Daly Deputy Fire warden**
- **Overall day-to-day responsibility for fire safety management.**
- **Ensuring a comprehensive and up-to-date Fire Risk Assessment is in place and regularly reviewed.**
- **Appointing and training sufficient Fire Wardens.**
- **Ensuring fire drills are conducted regularly and records are maintained.**
- **Maintaining fire safety equipment and systems (e.g., alarms, extinguishers).**
- **Liaising with the Fire and Rescue Service as required.**

3.2 Fire Wardens:

- **Mark Aitken/Tracie Daly**
- **Assisting in fire prevention measures.**
- **Ensuring clear escape routes are maintained.**
- **Assisting with the safe evacuation of all occupants, particularly vulnerable individuals.**
- **Checking designated areas during an evacuation.**
- **Reporting to the Fire Safety Manager at the assembly point.**

3.3 All Staff (including temporary staff, volunteers):

- **Understanding and adhering to this policy and all fire safety procedures.**
- **Knowing the location of fire exits, assembly points, and fire-fighting equipment.**
- **Participating fully in fire drills.**
- **Taking all reasonable steps to prevent fires.**
- **Reporting any fire hazards or defects in fire safety equipment immediately.**

3.4 Pupils:

- **Understanding the importance of fire safety rules.**
- **Knowing the sound of the fire alarm.**
- **Knowing evacuation routes and assembly points.**
- **Following staff instructions calmly and quickly during a fire drill or actual evacuation.**

3.5 Visitors and Contractors:

- **Being made aware of the fire evacuation procedure upon arrival (e.g., through visitor briefing, signage).**
- **Following staff instructions during an alarm.**

4. Fire Risk Assessment

- **A comprehensive Fire Risk Assessment will be carried out by a competent person annually, or whenever there are significant changes to the premises, activities, or staffing.**
- **The assessment will identify fire hazards, persons at risk, evaluate the risks, and recommend control measures.**
- **Findings of the Fire Risk Assessment will be reviewed and acted upon by the Head of Provision.**

5. Fire Prevention

- **Electrical Safety: Regular Portable Appliance Testing (PAT), visual checks of plugs and cables, avoiding overloading sockets.**
- **Flammable Materials: Secure storage of flammable liquids and materials in designated areas.**
- **Waste Management: Regular emptying of bins, secure storage of waste away from buildings.**
- **Housekeeping: Maintaining clear corridors and escape routes, ensuring no obstructions.**
- **Smoking: Strict no-smoking policy across the entire premises.**
- **Kitchen/Cooking Areas: Regular cleaning of equipment, ensuring staff are trained in safe cooking practices.**

6. Fire Detection and Alarms

- **The provision has a [e.g., Grade A, Category L2] automatic fire detection and alarm system.**
- **The fire alarm system will be tested weekly every Monday at 12:30AM by a competent person. Any defects will be reported immediately for repair.**
- **The fire alarm system will undergo an annual service by a certified external contractor.**
- **Fire alarm call points are located throughout the building, clearly marked.**

7. Emergency Procedures (Fire Evacuation)

7.1 Raising the Alarm:

- Anyone discovering a fire should immediately activate the nearest fire alarm call point.
- If safe to do so, alert others verbally.
- **DO NOT** attempt to fight the fire unless it is very small, you have been trained to use an extinguisher, and you are confident you can do so without putting yourself or others at risk. Prioritise evacuation.
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7.2 Evacuation Procedure:

- On hearing the fire alarm (a continuous [e.g., bell/siren] sound):
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- **Immediate Evacuation:** All individuals must evacuate the building immediately and calmly via the nearest safe exit.
- **Leave Belongings:** Do not stop to collect personal belongings.
- **Close Doors and Windows (If Safe):** Close doors and windows behind you to limit the spread of fire and smoke, but do not compromise your escape.
- **Assisting Vulnerable Individuals:** Staff are responsible for assisting any pupils or visitors with mobility issues, SEND, or other vulnerabilities who may require additional support to evacuate. Specific Personal Emergency Evacuation Plans (PEEPs) will be in place for identified individuals.
- **Designated Routes:** Follow designated fire escape routes, which are clearly displayed throughout the building.
- **Silence:** Maintain silence during evacuation to allow for clear communication of instructions.
- **Assembly Point:** Proceed directly to the designated fire assembly point, which is the car park at the front of the building.
- **Register/Roll Call:** Class teachers/session leaders are responsible for taking their register immediately at the assembly point to account for all pupils. The Head of Provision/Fire Safety Manager will be responsible for confirming all staff and visitors are accounted for.

- **No Re-entry:** No one is to re-enter the building until the all-clear has been given by the Fire and Rescue Service or the Head of Provision/Fire Safety Manager, who will confirm the building is safe.

7.3 Accounting for Everyone:

- Registers will be taken promptly at the assembly point.
- The Fire Safety Manager will collect all registers and visitor logs to confirm everyone is accounted for.
- Any missing persons will be immediately reported to the Fire and Rescue Service upon their arrival.

7.4 Calling Emergency Services:

- The Fire and Rescue Service (999) will be called immediately upon activation of the fire alarm. This will be the responsibility of Director of School Operations/Director of Programmes and Operations.
- Provide clear information: "Fire alarm activated at Elevate Ed Fiera Studios, Unit 15A, Empress Building Centre, Chester Rd, Old Trafford, Stretford, Manchester, M16 9EA."
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8. Fire Drills

- Fire drills will be conducted at least once per term, three times per academic year to ensure all occupants are familiar with the evacuation procedures.
- Drills will be varied to simulate different scenarios (e.g., an exit route blocked).
- Each drill will be evaluated, and any issues or areas for improvement will be addressed and recorded.
- Records of drills, including date, time, duration, and any issues, will be maintained by the Fire Safety Manager.

9. Fire Fighting Equipment

- Appropriate fire extinguishers are located at strategic points throughout the building.
- Staff who may be required to use fire extinguishers will receive appropriate training.
- Fire extinguishers will be regularly inspected and serviced annually by a certified contractor.

10. Communication (Post-Incident)

- In the event of an actual fire or significant incident, parents/carers will be informed as soon as it is safe and practical to do so, usually via [e.g., text message, email, school communication app].
- Relevant authorities (e.g., DfE, Local Authority) will be informed as required.

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- Reviewing incident reports and acting on recommendations.
- Overall responsibility for site security and intruder response.
- Ensuring staff are trained in intruder procedures.
- Liaising with emergency services (Police) during an incident.
- Conducting drills and reviews.

12.2 Designated Safeguarding Lead (DSL):

- Will be informed immediately of any intruder incident, as there is a direct safeguarding concern.
- Will lead on welfare and support for pupils and staff following an incident.

12.3 All Staff (including temporary staff, volunteers):

- Being vigilant for unauthorised persons on site.
- Understanding and adhering to intruder response procedures.
- Following instructions during an intruder alert.
- Ensuring their classrooms/areas are secured during a lockdown.

12.4 Pupils:

- Understanding the importance of following staff instructions during an intruder alert.
- Knowing the "lockdown" procedure.

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- **Secure Entry Points:** All external doors and gates are kept locked during provision hours, with controlled access via [e.g., buzzer system, key fob entry].

- **Visitor Procedures:** All visitors must report to reception, sign in, wear a visitor badge, and be accompanied by a staff member or be supervised.
- **CCTV:** Strategically placed CCTV cameras monitor external areas.
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- The Head of Provision / Security Lead will assess the situation and initiate the LOCKDOWN/INVACUATION procedure.

15.2 Lockdown / Invacuation Procedure (on hearing the alert):

- For Staff and Pupils Inside the Building:
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- **Secure:** Immediately lock all classroom/office doors. If doors do not lock, secure them with furniture if safe and possible.
- **Conceal:** Move pupils and staff away from windows and doors, out of sight. Encourage them to sit on the floor under desks or in a secure corner.
- **Silence:** Maintain absolute silence. Switch off lights. Silence mobile phones.
- **No Entry/Exit:** Do not open doors for anyone until the official "all-clear" is given. Do not leave the secure area.
- **Await Instructions:** Staff should remain in lockdown until the police or Head of Provision gives the official all-clear. Do not respond

to fire alarms during a lockdown unless there is clear visual evidence of a fire in your immediate vicinity.

- **For Staff and Pupils Outside the Building:**

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- **Invacuate/Run/Hide: Depending on the immediate threat, staff must decide to either:**

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- **Invacuate: Quickly and calmly move pupils into the nearest secure building/room.**
- **Run: Move away from the perceived threat to a safer location, if a secure building is not immediately accessible.**
- **Hide: If running is not safe, hide in a secure location away from the immediate threat.**

- **Once in a secure location (inside or outside), follow the "Secure, Conceal, Silence, No Entry/Exit, Await Instructions" protocol.**

- **Calling Emergency Services: The Head of Provision / Security Lead (or designated alternate) will immediately call the Police (999) and provide clear, concise information about the incident.**

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- **Staff will be particularly mindful of pupils with SEND, anxiety, or trauma who may react differently to lockdown procedures.**
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16. Training and Drills

- **All staff will receive initial and annual refresher training on intruder response procedures, including lockdown/invacuation.**

- Lockdown drills will be conducted at least once per academic year to practice the procedures.
- Drills will be evaluated, and any areas for improvement will be addressed and recorded.

17. Post-Incident Management

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- The DSL will coordinate immediate welfare support for pupils and staff affected by the incident.
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18. Communication (Intruder Incident)

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- Feedback from staff, pupils, and emergency services.
- Any changes to the premises or pupil cohort.
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- **Fire Safety Manager:** Mark Aitken 07761370613
- **Security Lead:** Mark Aitken 07761370613
- **Designated Safeguarding Lead (DSL):** Tracie Daly - tracie@elevate-ed.co.uk
- **LADO (Manchester):** Majella O'Hagan 0161 234 1214

- **Out of Hours Emergency Contact (Proprietor): Chandni Patel- 07875680277**
Empress Business Centre - 0161 244 5500