

# Beverley Park Lockdown Plan

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| <b>Status</b>                           | <p><b>Date of Issue:</b> July 2025</p> <p><b>Review Date:</b> July 2026</p> <p><b>Lead Responsibility:</b> Headteacher/Senior Leader</p>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>                          | <p>This Lockdown Plan sets out the actions to be taken to secure Beverley Park in the event of a potential or actual threat. Beverley Park is a secure specialist provision for pupils with Autism Spectrum Disorder (ASD).</p> <p>Due to pupil's communication, sensory and emotional regulation needs, all lockdown procedures must be calm, discreet and carefully managed to prevent escalation and ensure safe transitions.</p>                                                                       |
| <b>Site Context</b>                     | <p>The school operates as a secure setting.</p> <ul style="list-style-type: none"> <li>• External doors are fob controlled</li> <li>• Classroom doors are fob controlled and cannot be accessed without authorised entry</li> <li>• Visitors enter via controlled reception system</li> </ul> <p>This infrastructure supports the rapid securing of rooms during a lockdown and significantly reduces risk.</p>                                                                                            |
| <b>Circumstances Requiring Lockdown</b> | <p>A lockdown may be implemented in response to:</p> <ul style="list-style-type: none"> <li>• An intruder on site</li> <li>• Police instruction</li> <li>• A serious incident in the local area</li> <li>• A suspicious package</li> <li>• An environmental hazard</li> <li>• Any situation where evacuation would increase risk</li> </ul> <p>The decision to initiate lockdown may be taken by the headteacher, a senior leader, the most senior member of staff on site, or the emergency services.</p> |
| <b>Lockdown Signal</b>                  | <p>Due to the needs of our pupils, the signal must be discreet and non-alarming. A loud alarm will not be used, as sudden noise may cause severe dysregulation and restrict safe movement.</p> <p>The lockdown signal will be a direct telephone call to each classroom using the agreed script:</p> <p><b>“This is a lockdown. Please secure your room.”</b></p>                                                                                                                                          |

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|                                          | <p>The message must be delivered in a calm and neutral tone. If the telephone system is unavailable, a senior leader will relay messaged discreetly in person where safe to do so. Staff must not announce the lockdown in a manner that alarms pupils.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Immediate Classroom Actions</b>       | <p>Upon receiving the lockdown instruction, staff must immediately secure their room.</p> <p>Staff must:</p> <ul style="list-style-type: none"> <li>• Close and lock the classroom door to ensure fob access is engaged</li> <li>• Close windows and draw blinds where appropriate</li> <li>• Position pupils away from sight lines to doors and windows</li> <li>• Conduct an immediate headcount</li> <li>• Inform the office discreetly if a pupil is unaccounted for.</li> <li>•</li> </ul> <p>Children must remain in a safe place behind a locked door with secured windows and should be encouraged to remain as quiet as possible. A calm and regulated environment must be maintained throughout.</p>                                                                                                         |
| <b>Supporting Pupils During Lockdown</b> | <p>Due to the nature of pupil's needs, communication must be minimal, clear and concrete. Alarming language must be avoided unless absolutely necessary.</p> <p>Staff should:</p> <ul style="list-style-type: none"> <li>• Use simple reassurance such as "We are staying safely in our room for now"</li> <li>• Continue quiet, familiar activities where appropriate to support regulation</li> <li>• Ensure sensory supports remain available</li> <li>• Monitor pupils who may attempt to leave due to anxiety or confusion.</li> </ul> <p>If pupils are in corridors, therapy rooms, sensory spaces or outdoor areas at the time of lockdown, they must be escorted calmly to the nearest secure room.</p> <p>Co-regulation through calm tone, predictable behaviour and structured reassurance is essential.</p> |
| <b>Office Actions</b>                    | <p>Office staff will:</p> <ul style="list-style-type: none"> <li>• Secure the main entrance immediately</li> <li>• Prevent access to the site</li> <li>• Telephone each classroom to initiate lockdown</li> <li>• Keep phone lines clear for emergency communication</li> </ul> <p>Pupils will not be released unless authorised by the Headteacher, Senior leader or emergency services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Communication with Parents</b>        | <p>Parents and carers will be informed as soon as practicable using the school's communication systems. Messages will be factual,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                            | measured and reassuring, and will clearly instruct parents not to attend the school unless directed.                                                                                                                                                                                                                                                                                                                      |
| <b>Ending Lockdown</b>     | <p>A lockdown will only be lifted by the Headteacher, Senior leader or emergency services. The all-clear will be communicated by telephone to each classroom.</p> <p>Following the all-clear:</p> <ul style="list-style-type: none"> <li>• A full headcount will be completed</li> <li>• Pupils will be supported to regulate through familiar routines</li> <li>• Activities will resume gradually and safely</li> </ul> |
| <b>After the Incident</b>  | <p>Following any lockdown, a full incident record will be completed. Governors will be informed as appropriate and emotional support offered to pupils and staff. The response will be reviewed and the plan amended if necessary.</p>                                                                                                                                                                                    |
| <b>Training and Review</b> | <p>Lockdown drills will take place annually and be carefully planned to minimise distress. Staff will receive appropriate training in ASD sensitive emergency response. This plan will be reviewed annually or sooner if required following an incident.</p>                                                                                                                                                              |