

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

LOCKDOWN POLICY



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PREPARED BY:

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REVIEW DATE: 4TH SEPTEMBER 2025

LOCKDOWN POLICY

Policy Statement

Fast Forward Vocational Training Ltd is dedicated to the safety and well-being of all young learners participating in our vocational programs. This Building Lockdown Policy outlines procedures for securing the building in the event of emergencies, including but not limited to terrorist threats, violent visitors, hazardous air/fumes, or any situation that poses a potential risk to the safety of individuals within the premises.

Designated Safeguarding Lead (DSL) and Deputy DSL

Samuel Izatt serves as the Designated Safeguarding Lead (DSL). He is responsible for overseeing and coordinating all safeguarding matters, including building lockdown procedures, within the organisation.

Building Lockdown Procedures

1. Emergency Notification:

- In the event of an emergency, any staff member who becomes aware of a situation requiring a lockdown must immediately notify the DSL or Deputy DSL.

2. Building Lockdown Activation:

- The DSL or Deputy DSL will assess the situation and, if necessary, activate the building lockdown procedures.
- Building lockdown procedures may include securing entrances and exits, directing learners and staff to designated safe areas, and restricting movement within the building.

3. Communication with Main Educational Setting and Parents:

- Simultaneously with initiating the lockdown, the DSL or Deputy DSL will promptly communicate with the main educational setting's designated safeguarding lead to provide information on the situation and actions taken.
- Parents or guardians of learners will be informed immediately through the designated communication channels (e.g., phone calls, text messages, or an established emergency notification system).

4. Emergency Services:

- If the situation involves criminal activity or poses a significant threat, emergency services will be notified promptly by the DSL or Deputy DSL.

5. Updates and Reassurance:

- Regular updates will be provided to learners, staff, and parents/guardians during the lockdown to keep them informed about the situation and actions being taken.
- Reassurance measures will be implemented to maintain a calm and secure environment.

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Types of Lockdown

Emergency Lockdown:

- Implemented in response to immediate threats, such as violent intruders or criminal activity.

Evacuation:

- Activated in situations where evacuation is deemed safer than remaining in the building.

Hazardous Materials Lockdown:


- Implemented when there is a risk of hazardous air/fumes, with procedures for safe containment and evacuation if necessary.

Training and Drills

All staff members and learners will receive regular training on building lockdown procedures. Periodic drills will be conducted to ensure familiarity with the protocol and to enhance preparedness.

Review and Evaluation

This policy will be reviewed regularly to ensure its effectiveness in responding to potential threats and emergencies. Feedback from staff, learners, and relevant stakeholders will be considered to improve the building lockdown procedures continually.



FAST FORWARD VOCATIONAL TRAINING
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