

Mode Training Ltd

www.modetraining.co.uk



Emergency Situation Lockdown Procedures

Copies of all Mode Policies and procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail admin@modetraining.co.uk

To be read and understood by staff, learners, work experience providers, school mentors and all relevant partners.

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Section 1

1. Aims

The senior person with responsibility for health and safety at Mode Training Limited (MTL) is Debbie Carney, Company Director who will review this policy with Emma Tagoe, Health and Safety Manager.

MTL is responsible for the safety and welfare of learners during the hours that they are expected to attend. While the need for activating lockdown procedures is rare, it is important that staff and learners are aware of the policies and procedures relating to lockdown.

In the event of a lockdown, it is the aim of Mode Training Ltd to manage the risks involved and protect staff and learners and others at our premises to the best of our ability. We will ensure that a practice drill is carried out once

per year to best prepare staff and students in the event of a lockdown.

2. Reasons for activating a lockdown procedure

Lockdown procedures could be activated for a number of reasons, including:

- An intruder on the site, with the potential to pose a risk to staff and learners
- A major fire or environmental emergency in the local area
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and learners
- Dangerous animals on site or in the local community, with the potential to pose a risk to staff and learners

Section 2

Arrangements

1. Alerting staff to a lockdown

In the event of a partial lockdown the lockdown alarm will be sounded twice through the telephone system. For a full lockdown the alarm will be sounded once via the telephone system. The Mode Emergency What's App will immediately be updated with details of the lockdown.

2. Partial lockdown

Partial lockdown will be activated if there is an incident occurring outside of the premises with a low-medium risk to safety.

During partial lockdown any staff and learners working in outdoor areas should be quickly escorted to the nearest classroom. Any learners at the entrance of the building should be quickly brought back inside and all external doors and windows will be locked. The reception staff will be responsible for closing and locking the reception door and following directions of where to relocate themselves.

Staff should remain with their own group in the classroom they are working unless otherwise directed. They should immediately complete the following actions:

- Take the register
- Inform the Lockdown Manager (Emma Tagoe or the most Senior Manager present) of any learners that are not present
- Remain calm and reassure the learners
- Remain with your group and ask learners not to leave the area unless authorised to do so

Reception should make attempts to contact any learners that are not present, by telephone to ensure they are safe and ask them to either return to the premises or if they are in a safe area to return home. This advice to learners will be different depending on the situation and this will be directed by the Lockdown Manager.

Staff and learners should remain in classrooms until they have been given the all-clear signal.

3. Full lockdown

Full lockdown will be activated if there is an incident occurring outside the premises that poses a high risk to safety or if there is an intruder in the building with the potential to pose a risk to staff and learners.

If it is possible and safe to do so, learners and staff will be evacuated out of the nearest exit to a safe place. If it is not safe to do so, then the following procedure will be followed.

During full lockdown all learners and staff should move to the nearest classroom and lock any doors and windows. Any staff or learners working in outdoor areas should move into the main building and the nearest classroom if it is safe to do so, closing the external door behind them. If it is not safe to do so they should lockdown in the nearest outdoor classroom. Once locked in classrooms all staff and learners should take the following action:

- Turn off any lights and computer or TV screens
- Sit on the floor behind any large furniture or desks turned on the side

- Switch mobile phones to silent and off vibrate
- Do not respond to anyone at the door unless you have heard the all-clear
- Ignore any fire alarm
- Remain silent
- The register should be completed, and a message sent via Mode Emergency WhatsApp with the names of any missing learners
- Remain calm and reassure learners

Senior Management Team will lockdown in the office with all admin staff and maintain silent communication via the Mode WhatsApp. Phone calls and radio will only be used if it is safe to do so.

4. All clear

Once the incident is over the all-clear will be sounded so that all staff and learners can hear it. Staff and learners will all then move to the large classroom to be fully debriefed on the situation by the Lockdown Manager.

The all clear will be one continuous sound of the lockdown alarm.

5. Drills

Drills will be completed once a year to ensure that most learners have the opportunity to participate in a drill. Staff will be informed in advance of a drill and the details of the drill should be recorded.

6. Communication with parents

Parents will be informed of any lockdown via text local. They will be asked not to contact Mode so that the phone lines remain open and not to attend the incident as they may put themselves or others in danger.

Following the incident, they will receive a further text local to reassure them that the incident is over and inform them of when the learners will be able to leave the premises. This will be followed up with a full letter within 48 hours, detailing the incident.

At each point we will take guidance from the authorities involved, if necessary, before communicating with parents.

7. Roles and responsibilities

Lockdown Manager – Emma Tagoe

Deputy Lockdown Manager – Debbie Carney

In the absence of both of the above, the most senior person present will take control of the situation.

The Lockdown Manager is responsible for directing the lockdown and any key staff. They should allocate roles at the beginning of the incident and work with authorities to control the incident.

Communications Lead - Amanda Clarke

Deputy Communications Lead – Michael Flood

Responsible for the communication with staff, learners and parents. They will be responsible for contacting any learners that have been reported as absent on the register and for sending text local to parents. They will maintain contact with staff as directed by the Lockdown Manager.

Section 3

Signatures

This policy was produced by Debbie Carney and Emma Tagoe on behalf of Mode Training Limited.

Signed:

Debbie Carney Company Director

24th September 2025

Signed:

Emma Tagoe Centre Manager

24th September 2025

This policy shall be reviewed after 1 year or as necessary

Policy Review

Date of review	Review completed by	Overview of any updates
30/07/2020	Emma Sinnett	Senior managers office has now relocated to the ground floor so they will lockdown in their office and not be needed to move to the teaching area. Telephone system is now in the Yard and so the alarm will be raised via the phone system.
01/04/2021	Emma Sinnett	Page 4 – Staff returning from the yard should close the external door behind them (it no longer needs a manual lock) Page 6 – Deputy communications lead has been changed from Debbie Pearson to Georgia Taylor Page 6 – In the absence of ES or DT the most senior person present will take charge of the situation.
01/04/2022	Emma Sinnett	No changes. Policy is fit for purpose.
26/04/2023	Debbie Carney	Replaced Georgia Taylor with Wesley Tagoe as Deputy Communications Lead
08/01/2024	Emma Sinnett	“The Yard” changed to “outdoor areas”
27/09/2024	Debbie Carney	Wesley Tagoe replaced with Michael Flood for deputy communications lead as Wesley has now left organisation Emma Sinnett has now changed her name to Emma Tagoe all references changed
24/09/2025	Debbie Carney	Emma Tagoe job title changed to Centre Manager