

Oxfordshire Motor Project- Trax

Lockdown Policy 2022/2023

Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process (Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

In the event of a lockdown (Please see the list below that determines lockdown) You should follow the following procedure. All means of communication should be through the walkie-talkie or What App staff group as a secondary communication methodology.

Once you have received the code for lockdown your area of responsibility is specifically to the students currently in the class and you should...

Classroom including offices

- Immediately lock the access door to the classroom.
- Ensure the students are counted
- Sit the class down avoiding windows
- Explain to the class that a lockdown is in process and the class will stay in the room until a planned movement has been agreed upon or the lockdown is over.
- You should engage the class and avoid “what’s going on scenarios” as best as you can.
- In the event of a student panicking over the lockdown, you should isolate that student and provide space away from other students and notify the central office.

Kitchen

- You should follow the procedure above for classroom
- Turn off all cooking ovens and heat plates.

Workshop

- You should follow the process above for classroom
- In addition, you should pack all tools away
- Cars should be lowered from jacks and hoists

Field

- Stop any activity leaving bikes and buggies where they are removing keys
- Move the students to the main workshop unless unsafe
- Alternative location to the bike workshop
- Alternative location the main office
- Follow the procedure above for classroom

Once you have secured your area you should immediately contact order, Front Office alternatively COO Office, alternatively Operations Office, and provide secure headcount names. If you can not access any of these, you should wait for further instructions. Managing lockdown staff will attempt to contact you.

You are the instigator of the lockdown

If your location is where the issue relates to the lockdown immediately move the students to another classroom leaving behind any personnel that is a threat to the rest of the students.

You should signal a code lockdown over the walkie-talkie three times.

In addition, and if possible, you should contact the following offices, the Front office, the CEO's Office, and the Operations Manager's Office.

Determination of a lockdown

These are the main events that may trigger a lockdown, but you should use your assessment if you believe there is a serious threat to the safety of the students and staff.

- An individual or group of individuals who are threatening physically that cannot be handled with skills obtained through restraint training.
- Any instance above that involves weapons either self-created or adapted
- Any uninvited attendance on site of a threat to the students. This would include county lines drug distributors and unstable relatives of students.

For Fire on-site please follow fire drills

Coordination should be carried out in descending order

Operations Manager

or

Front Office

or

COO

or

CEO

