

Kingsbrook School

'A unique service for unique young people'

Lockdown Procedure

Aspris Kingsbrook School
Southburgh,
Thetford,
IP25 7TJ

30th August 2025
Review: 30th August 2026

Arrival of Unwanted Visitors or Visitors who Pose an Immediate Threat of Harm

If unwanted visitors or visitors who pose an immediate risk of harm to students and/or staff the following will be implemented to ensure the safety of students and staff.

- All staff are to follow the visitor procedure which is placed by the school front door. All visitors should be asked for ID, asked who they are visiting and the purpose of their visit. It is the Senior Leadership Teams responsibility to inform staff in morning briefing of expected visitors for the day, so all staff are aware any visitors outside of planned visits are a potential risk.
- Noting the six entry points into school buildings with the main entrance being a self-locking door when closed. One door in Owls classroom, one door is in Giraffes classroom, one door into the therapy room and one door into the Post 16 hub teaching room and an additional door in the rear individual teaching room behind the Post-16 teaching room. All doors should be locked internally mitigating risk of entry.
- Staff and students are to sit with arms folded across legs in a knees up position along the corridor ensuring there is no risk of being seen and therefore not sat within viewing distance from outside via a door or window. This is for both students who are in the main school building and for students in the Post-16 Hub. Students who are in a therapy session are protected by the reflective film on the door and window. However, it is advised that the student and the therapist enter the en-suite bathroom and lock the door.
- Time permitting; all window blinds/coverings should be closed to reduce the risk of staff or students being viewed from outside.
- It is the responsibility of a member of senior leadership to telephone staff at Kingsbrook House to inform them of the unwanted visitor on site as soon as possible to enable the care home to initiate their own lockdown procedure.
- A member of the senior leadership team will be responsible for radioing staff at each given location, main school building, Post 16 Hub and the therapy room to check each student and member of staff is present and safe. The fire register will be used for this purpose to ensure everyone is accounted for.

- If it is clear the visitor to school is unwanted or poses an immediate risk, then the police will be called. No member of staff or student must leave their secure space until the police have arrived and removed the unwanted visitor.

Staff and Students Who are Outside When an Unwanted Visitor Arrives

- Staff are to calmly gather students from their group being mindful not to alert them to the potential risk to minimise distress. Staff are to enter the closest building within school, lock the door and continue to follow the above.

When the Immediate Danger has Passed

- Students are to be provided with as much reassurance as possible and reminded that they are safe.
- Parents and Carers are to be informed by senior management of the incident.
- The incident must be entered onto Engage MIS and an Upwards Escalation submitted.
- Aspris safeguarding lead must be informed of the incident, the COO and the Director of Governance and Risk.