# Safeguarding policy

Input IT Limited, trading as Lockdown Alert. Issued 19 October 2026. Reviewed annually; next review October 2027. Applies to every director, employee and contractor of the company.

## 1. Our position

Input IT Limited supplies Lockdown Alert, a software service that puts a lockdown alert on the screens a school already owns. The service is set up, delivered and supported remotely. Our staff do not work with children, do not need access to pupils or pupil records, and the service holds no pupil data.

We recognise that every organisation that supplies schools shares the duty to keep children safe, and we take the principles of Keeping Children Safe in Education and Working Together to Safeguard Children as the standard for how we behave around schools.

## 2. Site visits

- No site visit is needed to install or run the service; devices enrol through Intune, Google Admin or a link, and support is by email and remote session.
- Where a school asks for a visit, it is arranged in advance with a named member of school staff, and our visitor signs in and wears the visitor badge under the school's own visitor procedure.
- Our staff are never left unsupervised with children. We do not engage in regulated activity.
- A school that requires an enhanced DBS check for visiting contractors tells us before the visit; we obtain the check and show the certificate on arrival.

## 3. Conduct

- Staff do not photograph pupils, do not exchange personal contact details with pupils and do not communicate with pupils on social media.
- Staff follow any instruction from school staff while on site, including during a drill or a real lockdown.
- Any staff member who is dismissed or resigns because of a safeguarding concern is referred to the Disclosure and Barring Service as the law provides.

## 4. Reporting a concern

- A staff member who sees or hears anything that worries them about a child reports it the same day to the school's Designated Safeguarding Lead (DSL), or to the headteacher if the DSL is not available, and then tells the company's director.
- Staff do not investigate, do not promise confidentiality to a child and do not discuss the concern with anyone other than the DSL and the director.
- If a child is in immediate danger, staff call the emergency services first.
- The company's safeguarding contact is the director, reachable through support@lockdownalert.co.uk and 0113 513 7400.

## 5. Data and images

The service records the names and work email addresses of the school staff who use the portal, device names and connection state, and alert and drill history. It does not record pupils, images or sound. See the data protection and information security policy and https://lockdownalert.co.uk/privacy.html.

## Approval

The board of Input IT Limited adopted this policy and it is signed on the board's behalf by Chris Jakubowski, Director. Issued 19 October 2026. Reviewed annually; next review October 2027.

Questions about this policy: support@lockdownalert.co.uk.