

# LOCKDOWN POLICY



## **Purpose**

This policy outlines the procedures to be followed during a lockdown situation while delivering sports coaching holiday camps on a primary school site. The safety and wellbeing of all children, staff, volunteers, and visitors is always the highest priority.

This policy applies to all coaching staff, volunteers, and children attending holiday camp sessions held on the school premises.

## **Definition of a Lockdown**

A lockdown may be implemented when there is a perceived or actual threat to the safety of children, staff, or visitors within or near the school grounds.

Examples of situations that may require a lockdown include:

- An intruder on site
- Violent or aggressive behaviour
- A police incident nearby
- A dangerous animal in the area
- An environmental hazard
- Civil disturbance or public disorder

## **Lead Coach Responsibilities**

The Lead Coach is responsible for:

- Initiating lockdown procedures where necessary
- Liaising with school staff and emergency services
- Ensuring all staff understand and follow lockdown procedures
- Maintaining registers and emergency contact information
- Providing clear instructions to staff during an incident

## **All staff volunteers are responsible for:**

- Remaining calm and acting professionally
- Following instructions immediately
- Supervising children safely always

- Reassuring and calming children during the situation
- Taking an accurate register when instructed

### **Lockdown Procedure**

#### **Lockdown Signal**

The lockdown signal will be communicated over the walkie-talkie using the phrase:

#### **“Mr Green in Reception.”**

Upon hearing this signal, all staff must immediately begin lockdown procedures.

### **Immediate Actions During Lockdown**

Staff must:

- Stop all activities calmly and quickly
- Escort children to the nearest safe indoor location
- Secure doors where possible
- Close windows and blinds
- Keep children seated quietly and away from doors and windows
- Take an immediate register of all children and staff present
- Remain in the secure location until further instructions are given by the Lead Coach or emergency services

### **Safe Locations**

The following locations should be used depending on where activities are taking place at the time of the lockdown:

- Main Playground:** Move children into one of the Year 1 classrooms
- KS1 Playground or School Hall:** Move children calmly into the reception classroom
- Creative Area:** Remain in the current location unless instructed otherwise

Staff should move children calmly, quietly, and efficiently to minimise disruption and maintain safety.

### **Communication During Lockdown**

-The Lead Coach will maintain communication with school staff and emergency services where appropriate.

-Staff must not leave the secure area unless instructed to do so.

-Mobile phones should be kept on silent where possible.

-Children should be reassured quietly and kept calm throughout the incident.

### **Ending the Lockdown**

The lockdown will only end when an "all clear" instruction has been given by the Lead Coach, school leadership, or emergency services.

Staff must continue supervising children until normal activities can safely resume or children are collected.

### **Review of Policy**

**This policy will be reviewed regularly and after any lockdown incident to ensure procedures remain effective and appropriate.**