



## **Emergency Lockdown Policy**

### **1. Policy Statement**

This Emergency Lockdown Policy sets out the procedures and responsibilities for ensuring the safety of children, coaches, volunteers, in the event of an emergency requiring a lockdown at **Elite SF**. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice.

Elite SF is committed to ensuring that all individuals on site are protected and that risks are minimised during any emergency situation.

### **2. Scope of the Policy**

This policy applies to:

- All children attending sessions, clubs, camps, and activities.
- All coaches, assistants, volunteers, and young workers.
- Parents, carers, visitors, and contractors on site.

### **3. Key Principles**

- The safety and welfare of children is paramount.
- All coaches and volunteers must understand and follow lockdown procedures.
- Communication and clarity are essential during an emergency.
- Procedures must be rehearsed and reviewed regularly.

### **4. Responsibilities**

#### **Management Responsibilities**

- Ensure all coaches are trained on lockdown procedures
- Maintain an up to date emergency contact list
- Coordinate rehearsals and reviews of procedures
- Liaise with emergency services when required

#### **Coach Responsibilities**

- Follow lockdown procedures promptly and calmly

- Ensure all children and visitors are accounted for
- Communicate clearly with other coaches and emergency services
- Report any incidents or concerns immediately

## 5. Lockdown Triggers

A lockdown may be triggered in situations including, but not limited to:

- Intruder on site
- Threats of violence or aggression
- Nearby dangerous incidents or public emergencies
- Severe weather or environmental hazards

## 6. Lockdown Procedures

Lockdown procedures are designed to keep all children, coaches, and visitors safe.

Procedures include:

1. **Alert:** The lead coach or manager will trigger the lockdown using the designated alert system (e.g. alarm, verbal announcement, or phone notification).
2. **Secure the Building:**
  - Immediately lock all external doors and windows.
  - Close blinds or curtains to prevent visibility into rooms.
  - Turn off lights where it is safe to do so to reduce visibility.
  - Ensure any internal doors leading to hallways or corridors are secured.
3. **Gather and Account:**
  - Move all children and coaches to predesignated safe areas (e.g. classrooms, offices, or secure rooms).
  - Coaches must take registers to ensure all children and coaches are accounted for.
  - Keep children calm and seated away from doors and windows.
4. **Remain Silent and Hidden:**
  - Children and coaches must remain quiet to avoid attracting attention.
  - Avoid using mobile phones for non-essential communication.
  - Encourage children to stay low to the floor if necessary.

## 5. Monitor the Situation:

- Lead coach to stay in communication with emergency services.
- Keep all coaches informed with updates as they are received.
- Do not open doors or leave safe areas until the 'all clear' is given.

## 6. Emergency Response:

- Follow instructions from emergency services immediately.
- Provide first aid if it is safe to do so.
- Evacuate only when directed by emergency personnel.

## 7. End of Lockdown:

- Lead coach announces the 'all clear'.
- Account for all children and coaches again.
- Document the lockdown procedures and any issues encountered.

## 7. Communication

- Clear communication channels will be used to inform parents and emergency services.
- Coaches will maintain calm and clarity when communicating with children.
- Updates will be provided as appropriate while maintaining safety.

## 8. Roles During Lockdown

- **Lead Coach:** Oversees procedures and liaises with emergency services.
- **Registers:** Coach in charge of checking attendance and ensuring all children are present.
- **Support Coach:** Assist in supervising children and maintaining calm.

## 9. Training

- Coaches and volunteers will receive training on procedures.

## 10. Review and Debrief

- After any lockdown, a debrief will be conducted with coaches, volunteers, and where appropriate, children.
- Incident reports will be completed and reviewed.
- Procedures will be updated based on lessons learned.

## **11. Safeguarding Considerations**

- Children's emotional and physical wellbeing is prioritised.
- Coaches will provide reassurance and support during and after a lockdown.
- Any safeguarding concerns arising during an incident will be reported immediately to the Designated Safeguarding Lead (DSL).

## **12. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes.
- An incident highlights the need for review.
- Operational or environmental changes occur.

## **13. Declaration**

All coaches, volunteers, and parents/carers must read, understand, and agree to comply with this Emergency Lockdown Policy.

## **14. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026

