

When we hear the term 'Lockdown' the thoughts of fear and terrorism are natural, and it is important we as professionals stay calm and do not panic. To support in the development of lockdown protocols for each site a list of what must be included has been made to help better understand what is expected.

A lockdown can either be full or partial.

A full lockdown is where people must stay where they are and may not enter or exit a building or rooms within said building. If people are in a hallway, they should go to the nearest safe, enclosed room.

A partial lockdown is where you secure a section of the building where there has been an incident which has potentially affected the safety of the children and staff in that area.

The difference between a partial and full lockdown is during the partial lockdown it is possible to leave the building when evacuation is ordered, in a full lockdown you cannot leave until the threat has been dealt with and you are told it is safe to leave.

When developing the lockdown protocol, it is important to have all the following considerations in place and ready.

1. Have all access points both private and public been identified, this will include more than doors and gates! Are they clearly laid out on a plan of the setting?
 2. How much time will it take to secure access points in case of emergency? Is there a time scale in place for this?
 3. Has the site been sectorised off to make lockdown possible in case of emergency? Is this shown on the plans also?
 4. Have staff been designated job roles and responsibilities in cases when lockdown is in place? Are staff aware of what these involve? Have they been trained and helped to understand their role?
 5. Has disabled access been looked at when considering access into the setting in case of lockdown?
 6. Do you have a designated safety room in case of lockdown? Are all staff aware of this location? Is it labelled on the plans? Do you have a second back up location in case the first is compromised?
 7. Have you followed the stay safe procedures when potentially dealing with a lockdown situation? Is this written in a plan for all staff to see and read when necessary.
 8. Have all staff filled in a Personal Emergency Evacuation Plan (PEEP), this will identify where additional areas of support are needed and can help as part of the lockdown protocol plan of action.
 9. Have building plans been produced showing all exits, entrances, points of access including windows and disabled access.
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10. Have all the stay safe principles been considered thoroughly to ensure all possible outcomes and eventualities have been accounted for.

Stay Safe Principles

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

The stay safe procedure is broken down into 3 sections which have been shown below with more detailing added to each area.

Run

- Escape if possible - Do not do this if there is any risk of danger, evacuate all children and staff as laid out in lockdown protocols in place.
- Consider safest options- What is the best possible plan of action for any situation you may find yourself in.
- Safety route for evacuation in place? - if unable to run can you get to your safety zone quickly, safely, and calmly where possible.
- Risk of exposure? - is there any great danger present? Are you exposed or at risk of being exposed?
- Is there anyone else in the building with you? - Are they potential risks to health and safety of children and staff alike. Are they visitors etc?
- Leave belongings- only take club phone as it will have contact details for parents and use in case of emergency contact to management.

Hide

- Find cover/Shelter in place- Have you got your safety room/shelter in place confirmed and easily accessible.
 - Can you see threats/people- if you can see possible attacker/threat it can see you?
 - Cover is suitable- use of buildings which has substantial brickwork or heavily reinforced walls is suitable as bullets can pass through glass, wood, metal, bricks.
 - Are you aware of all exits in and around the safety area- is there any compromise to these areas, are they posing a risk to safety?
 - Do not trap yourself in the building- use of barricades is ideal if no possible safety room is available, however don't overdo it as it may trap you in the area causing potential further harm and distress to all involved.
 - Place all phones in area on silent- if on loud it may indicate to attackers your whereabouts placing potential risk to safety of all in building.
 - Keep away from doors and windows as these are access points and can be used by attackers trying to get access.
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Lockdown Protocol Guidance



Tell

- Call 999, police will need to know if in lockdown mode. When passing on information, the following information must be shared:
 1. Location- where are you, what is the address of the setting?
 2. Suspects- how many suspects, their last known location in building and any description you can give including any features that stand out e.g. accent, scars, injuries. What clothing are they wearing and any weapons with possible descriptions.
 3. People inside the building (children and staff) - how many staff and children, any injuries, any children, or staff missing, location in building.
 4. Building layout- what is the basic plan of the building including all entrances and exits- this will help police get assistance quicker to those who need it,

REVIEW DATE	MANAGER SIGNATURE
