

BEAS

LOCKDOWN POLICY



Lockdown Policy

This policy applies to all Beas Cheerleading members, contractors, volunteers, sessional workers, agency staff, athletes, parents and carers or anyone working on behalf of Beas Cheerleading.

1. Policy Aim

The purpose of this policy is: To inform coaches, volunteers, athletes and parents/carers of the procedures to take in the event of a critical incident taking place which may have an effect on the club or the children/adults there.

To ensure all coaches and volunteers are aware that it is their priority to maintain the safety of all the athletes in their care as well as their own safety. Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults on the premises.

Beas Cheerleading aims to:

- Ensure that children are never placed at risk while in the care of the contracted coaches and or volunteers;
- Ensure that the club is secure from intruders by locking all front doors, ensuring visitors make appointments and all visitors are signed in and out of the visitor's book.

2. Situations where Lockdown procedures may be activated

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)



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- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Procedure:

A lockdown will be initiated by a member of the coaching team or a volunteer shouting “Lockdown” repeatedly while moving through the building to all rooms. There are two types of lockdown, partial and full lockdown and different procedures are to be followed as set out below:

3. Partial lockdown

A partial lockdown is a precaution aimed to keep athletes, coaches and volunteers safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to people on the premises.

It may also be as a result of a warning being received regarding the risk of air pollution, etc.

In a partial lockdown members of the coaching team, contractors, volunteers, athletes and anyone else on the premises should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however activities can continue as usual.

4. What will happen during partial lockdown?



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- All outside activity will cease immediately, everyone will return to the building.
- Everyone should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants
- Everyone will remain indoors and not leave the premises until instructed to do so by the relevant authorities.

5. Full lockdown

This signifies an immediate threat to the building or people inside and may be an escalation of a partial lockdown Immediate action:

6. What will happen during full lockdown.

Follow the CLOSE procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware that you may be in lockdown for some time.



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- Everyone should return to/stay in the building
- External doors should be locked
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Everyone to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitor
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
- A register should be taken and headcount completed of all coaches, volunteers, athletes, parents or visitors in the building.
- Athletes should not be released to parents during a lockdown and coaches, volunteers and or contractors should not leave the premises unless instructed to do so
- The floor supervisor is to ring 999 to report the incident and follow their instructions.
- Police will inform the floor supervisor when it is safe to leave the building

Following the need for lockdown, the Director and floor supervisor will create a full record of the event.



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Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of a significant incident will be made to the NGB within 7 days (preferably as soon as possible after the incident) if lockdown affects the premises.

This document has been amended by Berenese McNeil for the purposes of knowledge and support for the childrens activity community. This document was originally written and intended for an Ofsted registered childcare setting. Recent incidents may dictate these policies are reviewed nationally.

This policy was adopted by: Beas Cheerleading	Date: 15th August 2024
To be reviewed: 15th August 2025	Signed: B.McNEIL