SHARES Lancashire Multi-Sports & Activities Club

Lockdown Procedure

Purpose

To ensure the safety of all children, staff, and visitors in the event of a potential or immediate threat on or near the school site.

Lockdown Signal

- The signal for lockdown is **Two short then one long whistle blow**.
- On hearing this signal, **all staff must act immediately**.

Immediate Actions (All Staff)

- **Stop all activities immediately**
- **Gather children quickly and calmly**
- **Collect your register** (must be with staff at all times)
- **Move immediately to the designated safe location**

Designated Safe Location

- **Primary location: See individual school map in file**

Children must be:

- Kept **quiet and calm**
- Positioned **away from doors and windows**
- Seated where possible and supervised at all times

If designated area Is Not Accessible

- Move children to the **nearest safest space available**
- Ensure children are:

    - Out of sight
    - Away from windows and doors
- Use furniture (tables, cupboards) to provide additional shielding where possible

Registers & Headcount

- Conduct an **immediate register check** once in a safe location
- Report any missing children via the communication system
- Continue to monitor and recheck regularly

Communication

- Staff will communicate via the **designated WhatsApp group**
- The **Site Lead** will:
    - Contact **emergency services (999)**
    - Coordinate communication
- Staff must:
    - Keep messages **clear and minimal**
    - Only share **essential updates**

During Lockdown

- Maintain a **calm and controlled environment**
- Reassure children in a simple, age-appropriate way
- **Do not open doors** for anyone unless instructed by emergency services or Site Lead
- Keep noise to a minimum
- Remain in position until further instruction

All Clear

- The lockdown will only be lifted by:
    - The **Site Lead**, or
    - **Emergency services**
- Staff must **not leave the safe area** until instructed

After Lockdown

- Conduct a **full register check**
- Report any concerns or incidents
- Complete incident/safeguarding reports if required
- Provide reassurance and support to children

Staff Responsibilities

- Always carry a **register**
- Know the **location of the staff room and alternative safe areas**
- Act **quickly, calmly, and confidently**
- Prioritise **children's safety at all times**

Key Reminders

- Registers must be **accessible at all times**
- Staff must be familiar with **routes to the staff room**
- Regular reminders to children about **listening and following instructions quickly**