



Lockdown Procedure

Date of last review: September 2026

Next scheduled review: September 2027

1. Purpose

The safety and welfare of children, staff and visitors is our highest priority.

This procedure provides a clear and consistent response to an incident that may pose a serious threat to the safety or security of the setting.

A lockdown may require children and staff to remain inside a secure area, with doors and windows secured and movement restricted until it is safe to resume normal activity.

The procedure forms part of CM Sports' wider safeguarding and emergency arrangements.

2. Lockdown Triggers

A lockdown may be initiated where there is a serious and immediate risk to safety within or near the premises.

The lockdown signal will be:

Six loud whistle blows and the verbal code word "Orange".

All staff must be familiar with the signal and respond immediately.

3. Immediate Actions

On hearing or being informed of the lockdown signal, staff should:

- Calmly but quickly bring children indoors or move them to the nearest safe area.
- Secure doors and windows where this can be done safely.
- Move children away from doors and windows and keep them out of sight.
- Switch off lights and close blinds or curtains where appropriate.
- Keep children calm and as quiet as reasonably possible.
- Take attendance/headcount where safe to do so.
- Keep mobile phones and other devices on silent.
- Follow instructions from the Manager or designated senior member of staff.

- Do not place themselves or children at additional risk by attempting to secure an area that is unsafe.

4. Children

Children must:

- Follow staff instructions immediately.
- Remain in the designated safe area.
- Stay calm and quiet where possible.
- Remain with staff until the official all-clear is given.

Staff should provide reassurance and age-appropriate information while avoiding unnecessary alarm.

5. Children with SEND or Additional Needs

Staff should consider the individual needs of children with SEND, disabilities, medical conditions or other additional needs.

Where possible, staff should use known communication, sensory and support strategies to help children remain safe and regulated during a lockdown.

Any necessary reasonable adjustments should be considered as part of emergency planning.

6. Communication

During a lockdown:

- Staff should only use phones, radios or other communication devices when it is safe and necessary.
- Staff should not make unnecessary calls or communications that could compromise safety.
- Parents/carers should not attend the setting unless instructed to do so.
- Communication with parents/carers will be managed by the Manager or designated lead when it is safe and appropriate.

If emergency services are required, they should be contacted without delay.

7. Safeguarding

A lockdown is a safeguarding and emergency safety measure.

Staff must continue to consider the welfare and individual needs of children throughout the incident.

Any safeguarding concern arising during or following a lockdown must be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the **Safeguarding & Child Protection Policy**.

8. All Clear

The lockdown will remain in place until the official "**all clear**" is given by the Manager or designated senior member of staff, or following instructions from emergency services.

No child or staff member should leave the secured area until it is confirmed that it is safe to do so.

9. After the Incident

Once it is safe:

- Children will be reassured and supported.
- Staff will check that all children are accounted for and safe.
- Parents/carers will be informed as appropriate.
- Any injuries or incidents will be dealt with and recorded.
- Staff will be given an opportunity to debrief.
- Safeguarding concerns will be reported and recorded appropriately.
- A written record of the incident, actions taken and any lessons learned will be completed.

Where appropriate, risk assessments and emergency procedures will be reviewed following the incident.

10. Staff Responsibilities

All staff must:

- Be familiar with this procedure.
- Know the lockdown signal.
- Follow instructions promptly.
- Prioritise the safety and welfare of children.
- Report any safeguarding concerns.
- Participate in relevant training and lockdown practices.