

Lock Down Policy and Procedure

Lock down procedure

We will use the lock down procedure when the safety of individuals including the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and where there are window blinds, we will close them.

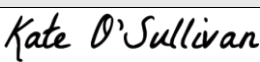

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff, volunteers, community members and children in the building)
- An intruder inside the building (with potential to pose a risk to staff, volunteers, community members, children and young people that are on site too)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of our building – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

- Any staff members who are aware of potential danger will notify senior management along with all staff in all areas that we need to lock down the building and check that the building is being locked down (where safe to do so) remaining calm in the process.
- All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.
- The manager will ensure all individuals including children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.
- The manager on duty will manage the situation dependant on the situation and the information available. If there is an immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the staff will await further instructions.
- Once the all clear has been given externally, the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have the opportunity to speak with staff to discuss concerns or worries.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

This policy was adopted on 14.10.2025 and will be reviewed on or before 14.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		14.10.2025
Olive Frances Vice Chair of Trustees		14.10.2025

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